

South Jordan City

Job Description

Title:	Public Works Administrative Assistant	Effective Date:	2/1/16
Org:	100500	FLSA:	Non-Exempt
Pay Grade:	8	Workers Comp:	Clerical

GENERAL PURPOSE

Perform a variety of advanced clerical and purchasing, and administrative assistant duties as needed to support the public works department.

SUPERVISOR

Operations Manager

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Provide support services to the public works department.

Respond to requests for information and provide factual information related to city services, programs, and general policies, practices and procedures.

Oversee purchasing; accounts payable; office equipment supply and maintenance; travel arrangements; training tracking; easement releases; and notary services for the department.

Inventory supplies, equipment and materials to ensure sufficient supplies are available and are in usable condition.

Coordinate all uniform purchases in accordance with the uniform policy of the department.

Assist with records management for the department to ensure state requirements are met.

Oversee the process for Easement Release requests, including the individual sign offs from each division and notifying the customer in writing and/or verbally of the results.

Coordinate with Finance to input new vendors into the system for the creation of purchase orders.

Reconcile and manage credit card use for all credit cards assigned to the department.

Track and maintain water shares owned by the city, including those remitted for new developments. Coordinate with canal companies for paying the annual assessments.

Schedule and arrange travel in accordance with City policies in behalf of the department.

Track and maintain a training database to monitor trainings, certifications, licenses and memberships of the department staff.

Act as liaison between the department and Finance on office equipment leasing renewals and maintenance, including the copy and postage machines.

Assist in the coordinating of department events and lunches.

Provide backup support to the front office and Customer Service Assistant(s).

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Four (4) year experience in above related duties;

2. Special Qualifications:

Local government experience preferred.

Net 45 wpm required

2. Knowledge, Skills, and Abilities:

Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction; Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Basic skill in using Microsoft Office products (Word, Excel, PowerPoint, Outlook). Critical thinking, social perceptiveness, attention to detail, and basic public relations skills.

Ability to process information, interact with computer programs, make decisions and solve problems. Develop specific goals and plans to prioritize, organize, and accomplish work tasks. Effectively communicate, verbally and in writing. Work independently and deal effectively with stress caused by continuous public contact in an often fast-paced environment. Maintain effective working relationships with supervisors, fellow employees and the public.

3. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Non-Exempt	EEO-4 Class:	Adm Support
Location:	Public Works Admin	EEOP Class:	Adm Support
Group/BU:	General Pay Plan	Tech-Net Match:	2355