JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Department:	Public Works	**Classification/Grade:**	20
Division:	Public Works	**FLSA Status:**	Non-Exempt
Reports to:	Public Works Director	**Safety Sensitive:**	No
		Bargaining Union:	Non-represented
		Date Approved:	February 2009

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under direct supervision of the Public Works Directors performs diversified administrative and organizational support for the Public Works Department and its Divisions (Engineering, Facilities, Sanitation, Fleet Maintenance, and Streets & Drainage). Prepare prescribed materials and tasks necessary for the daily successful operation of the department. Performs other related duties as assigned.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodations.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prepare correspondence and associated informational materials for the Public Works Department, including transcription of letters, statements, agendas, narratives, purchase orders and statistical reports.
3. Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
4. Research and prepare statistical data for distribution.
5. Function as liaison between the community and the Public Works Department.
6. Screen phone calls by furnishing information requested, taking messages, referring caller or resolving problem or complaints. Accurately distribute correspondence and other communications received, receive inquiries and concerns on behalf of the Public Works Director.
7. Prepare and distribute to proper department, work orders for problems reported by residents and employees.
8. Pickup and distribute mail and packages for Public Works Department.
9. Receives plans and routes to appropriate departments for reviews and signatures.
10. Act as custodian of bond files, both active and closed, and off-site agreements for all projects within the City.
11. Verify requests on funds for partial payments for cash-in-lieu. Contact inspector to verify work has been done, get signatures to release funds and send letter to entity holding funds for release.
12. Accept Off-Site Agreements and easements for recording and distribute to proper department when originals are recorded and returned.
13. Accept and act as custodian for final Mylar's for projects from engineering firms. Distribute blue-lines to appropriate personnel.
14. Maintain files and certificates for walk-through projects, schedule walk-through with entities for completed projects. Gather information from entities, prepare a punch list and route to appropriate agencies. Prepare Certificate of Completion and get signatures from all entities to issue Certificate of Occupancy, and complete bond release letter to bonding company.

15. Track one year warranty release time, schedule walk-through, and prepare paper work for complete release to close out project.
16. Prepare monthly billings and follow up for payments due.
17. Receive accident reports from Police Department due to damage of any City property, research damage costs and bill proper insurance or individual and follow up for payment.
18. Receive and process invoices from all Public Works Departments.
19. Receive and process supply orders from all City facilities.
20. Receive and process seminar information from Public Works employees.
21. Custodian of drug and alcohol testing for department employees. Make appointments for needed CDL physicals.
22. Prepare quarterly reports to Regional Flood Control and prepare monthly invoices for maintenance on washes and Detention Basin, DMR quarterly reports for Wastewater Treatment Plant, Power grate quarterly invoices and 'Will Serve' letters for new projects.
23. Maintain organizational files and records.
24. Assist Engineer and department superintendents in technical, secretarial and clerical tasks, such as press releases for their specific department and following through with correct procedure for on the job injuries.
25. Be dependable and meet acceptable attendance requirements at all times.
26. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Attend various meetings in the absence of the Public Works Director.
C. Work with department superintendents on following correct procedure for on the job injuries.
D. Maintain supply of flags, U.S., NV, City of Mesquite, for all City facilities, and service flags for Veterans Memorial Park.
E. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- English usage, spelling, grammar and punctuation and business letter writing and basic report preparation techniques.
- Customer service needs and delivery.
- Organization, procedures and operating details of a municipal government.
- Interpret and apply administrative and department policies and procedures.
- Establish and maintain effective working relationships and customer service levels throughout the course of every day business.

Ability to:

- Operate and use modern office equipment including computer and computer programs.
- Work independently and make routine decisions in the absence of supervision.
- Type accurately and at a speed necessary for successful job performance.
- Prepare and write a variety of reports, memoranda, correspondence and analyses.
- Work cooperatively with other departments, City officials and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Analyze problems, evaluate alternatives and make creative recommendations.
- Prioritize project and complete project in a timely manner.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: High school diploma or G.E.D equivalent. Associate degree in business administration, public administration or related field preferred.

Experience: At least two (2) years' business experience of a clerical nature, including one year of dictation.

License or Certificate: Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment; sustained posture in a seated position for prolonged periods of time; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Physical exertion is present due to occasional bending, twisting, reaching, standing, walking and stooping. Must be able to handle stressful situations and must carry/lift/push or pull loads of up to 25lbs.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

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