



JOB POSTING

POSITION TITLE: ADMINISTRATIVE ASSISTANT-

STATUS: FULL TIME

SALARY RANGE: \$32,000 - \$37,000 ANNUALLY DOQ

POSTING DATE: OCTOBER 7, 2021

CLOSING DATE: OCTOBER 21, 2021

PRIMARY PURPOSE: File all necessary reports in a timely manner. Prepares new files for new projects and assembles documents for capital improvement projects. Archives files once completed and no longer needed in the main office. Keeps office running smoothly and organizes documents for processing.

Prepares forms, spreadsheets and composes letters. Sets up and maintains specialized office files. Files letters, reports and related technical information in the prescribed manner. Assembles information for others' use. Assist in maintaining inventory.

NATURE OF WORK: Reporting to the Public Works/Utilities Director , Performs duties that assist the Public Works and Utilities Departments and participates directly in the work of the individual(s) supported. Secures details of specialized information, coordinates office work and provides information regarding the services and operation of the Department

Tasks and Duties: Knowledge of Business English, spelling and punctuation, in order to prepare documents and compose letters, etc.

Knowledge of office practices and procedures.

Knowledge of mathematics.

Proficient in all aspects of email, Outlook, Office 698, Adobe and supporting programs

Ability to maintain the files in a very orderly manner as to make accessibility to important information as easy as possible.

Ability to gain knowledge of the departments policies, procedures and practices.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to access, input, and retrieve information from a computer.

QUALIFICATIONS:

Education: High school graduation and additional business training and/or certification.

Two (2) years work experience involving Administrative and record keeping duties including the operation of all business equipment. Experience in construction and/or engineering projects preferred.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Experience: Comprehensive knowledge of construction, public works/utilities and maintenance.

Skills: Proven Microsoft Office application skills, the ability to work within a team and possess effective interpersonal and communication skills both written and verbal; proven vision and initiative skills; and the proven ability to work on multiple projects with competing demand to meet deadlines. Ability to design and operate within an established budget.