

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Administrative Assistant - Public Works*  
**Department:** *Public Works*  
**Reports to:** *Director of Public Works*  
**Status:** *Non-exempt /Non-union*

#### **Job Summary:**

The Public Works administrative assistant coordinates and performs front desk, reception, office, personnel, management accounting and department functions of the department for the Director, Operations Managers and a group of operating divisions such as water, storm drain, wastewater, street maintenance, parks, solid waste services, and equipment rental, including work order and maintenance management system. Responsibilities include liaison with finance department, information systems, human resources, other City departments, as well as outside agencies such as contractors, County and State agencies.

#### **Essential Job Functions:**

1. Assist the Director of Public Works and Public Works Operations Managers with administrative functions such as responding to telephone inquiries, the preparation of correspondence and reports, schedules, files, and follow-up systems.
2. From dictation, hand-written drafts or verbal instruction, prepare a variety of departmental correspondence such as letters, memorandums, purchase orders and forms, and prepare, proofread and edit a variety of reports and other documents.
3. Compile and research data from varied sources and prepare City, State and County reports such as the bi-annual diesel reimbursement report and solid waste reconciliation report.
4. Input and monitor records involving financial transactions from a variety of department activities.
5. Verify printouts of monthly activities and resolve discrepancies with the Finance Department.
6. Prepare agendas, attend, take minutes and prepare follow-up reports for assigned meetings, and perform duties such as drafting and preparing correspondence for the Park Board.
7. Coordinate and perform day-to-day front desk, reception, and customer service functions; receive and respond to routine complaints and general public inquiries and requests, using maps of the City and surrounding areas and other established policies and procedures.
8. Establish and maintain filing systems, including the updating, transferring, and purging of files for departmental records.
9. Track department schedules, training, certifications, and CDL requirements.
10. Monitor, compile and compute monthly vacation, sick leave, and comp time for all employees; calculate time sheets for Director's signature, resolve discrepancies as required, and submit to Finance Department. Prepare monthly reports for Operations Managers.
11. Prepare press releases and coordinate with media on various projects and public education as directed by Director and Operations Managers.
12. Prepare invoices for accounts receivable to miscellaneous revenues and submit reports to Cashier/Receptionist. Independently follow up on payments and send second and third notices as required.
13. Establish and maintain effectively working relationships with co-workers, supervisor, City officials, other City departments, vendors, and to handle customer complaints and interact with the public in a courteous and appropriate manner sometimes in stressful situations.
14. Compile and compute monthly labor and equipment distribution for the Department. Collect, process and maintain labor and equipment records for the same.
15. Manage the department's maintenance management system for cost accounting functions: track employee hours and prepare fund transfers for internal billing.
16. Prepare or otherwise process confidential information as required, such as employee performance reviews for the Department.
17. Maintain the department website (input, edit, and update information and format).
18. Provide back-up to reserve and otherwise schedule certain City vehicles for general governmental usage.
19. May be assigned Civil Service Secretary / Examiner duties.

**Associated Job Functions:**

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills, and Abilities):**

- Knowledge of the general principles of public administration and organization, including familiarity with public works related department policies, practices and procedures.
- Knowledge of accounting, budgeting, payroll, timekeeping, billing, and scheduling principles.
- Thorough knowledge of business English, spelling, grammar, vocabulary and punctuation.
- Ability to prioritize tasks, mesh numerous assignments, cope with interruptions, last minute changes and rigid deadlines.
- Skills and abilities to assist in facilitating and coordinating day-to-day customer services.
- Oral communication skills and ability to communicate clearly, concisely and effectively and to maintain confidentiality as appropriate.
- Written skills and ability to compose complex correspondence and reports from written drafts and oral instructions as well as ability to research, organize and compile data into meaningful reports.
- Ability to work independently with minimal supervision to meet broad work expectations.
- Ability to utilize standard office equipment including personal computer and specialized software, calculator, copy machine, and fax machine.

**Working Environment and Physical Demands:**

Work is performed in an office environment with day-to-day travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination and fine manipulation skills to operate a personal computer, telephone system, and other equipment, as well as the ability to sit for extended periods of time and to walk throughout the facility including climbing stairs. Occasional attendance at evening meetings is required.

**Experience and Training Requirements:**

- High school diploma/GED equivalent **with** two years of college-level coursework or vocational training in a combination of office management, accounting, administrative, secretarial, and/or business skills, **and**
- Four (4) years experience in a responsible administrative assistant position providing support to a division manager or department director, preferably in a public works setting.
- Preference will be given for experience in a municipal or public sector agency environment.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass background and driver's record checks.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Hulbert 95

Revised: 97 - Revised: NWM/HR 1/04, HR 8/10, HR 3/12, HR 8/13, HR 12/14

FLSA: Non-exempt

Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.