

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Title:** *Administrative Assistant – Engineering*  
**Department:** *Public Works – Engineering*  
**Reports to:** *City Engineer*  
**Status:** *Non-exempt / Union*

#### **Job Summary:**

Perform diversified support for the Engineering Division. Prepare documents, manage records and research information for the successful operation of the division. Serve as liaison with other City Departments. Provide first response to inquiries from citizens, departments and public/private agencies.

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

1. Serve as initial contact/resource person for walk-ins, callers and electronic inquiries for the Division. Screen calls. Refer callers/inquirers to appropriate staff. Provide information requested within scope of City/department policy. Take messages. When appropriate resolve the problem or complaint.
2. Advise the public on reports, permitting and appropriate documents. Assist with property mapping and identification.
3. Distribute correspondence and other communication received to division staff.
4. Assist in the research, development, design, writing, revisions and editing of revisions various correspondence and documents (contract documents, reports, agenda packets, etc.). Work from notes and draft documents. Proofread. Create and maintain electronic templates.
5. Copy, scan and fax documents.
6. Assist division staff in meeting deadlines.
7. Assist in research for reports and projects. Prepare statistical data for distribution.
8. Establish, develop, organize and maintain engineering filing systems - both computer and manual (reports, records, development reviews, maps and drawings, lists, tables/charts, work orders, grants, small works rosters, professional services rosters, etc.). Update, retrieve, transfer, scan, archive and purge documents.
9. Maintain City Code Books and zone ordinance books for division staff.
10. Establish and maintain effective and cooperative relations with supervisors, City officials and other departments, co-workers, representatives of from the business and development community as well as the general public. Respond to inquiries using good judgment, tact and courtesy.
11. Maintain, coordinate and schedule appointments. Gather information and schedule meetings with other departments and outside agencies. Prepare agendas. Assemble background material/handouts. Take and prepare minutes.
12. Set up for community outreach events.
13. Prepare and distribute public notices and documents in keeping with regulations, procedures and deadlines.
14. Assist with grant and contract document preparation. Maintain records for grant and contract administration.
15. Input and monitor financial transactions from a variety of division activities. Code and process invoices. Verify monthly activity printouts and resolve discrepancies with the Finance Department.
16. Maintain the department website page/blog (input, edit, and update information and format).
17. Prepare and process utility permits.
18. Prepare and process confidential information (division performance reviews, discipline notices, etc.) as required.
19. Process timesheets/leave requests for division staff.
20. Make travel arrangements/accommodations for division staff.
21. Mail and ship documents.
22. Order office supplies/equipment.
23. Maintain GBA work orders and division publications.
24. Back up the Public Works Administrative Assistance when necessary.
25. 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/engineering-related department policies, practices and procedures.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics; as well as competency in composing correspondence and reports and to transcribe from rough drafts.
- Knowledge of accounting, budgeting, billing, and scheduling principles.
- Skills in facilitating and coordinating day-to-day division activities and interfacing with and facilitating the permit processes.
- Clear, concise and effective communication skills (in person and written) while maintaining confidentiality as appropriate.
- Ability to quickly gain a working knowledge of the activities, requirements and procedures of the division including engineering and building regulations and terminology, and gain familiarity with land development procedures, zoning laws, contract administration, engineering nomenclature and procedures.
- Ability to establish and maintain internal working relationships with engineering division staff and public works.
- Ability to multi-task and prioritize tasks in a team environment where interruptions can be expected.
- Ability to exercise judgment in interpreting a wide variety of policies, procedures and regulations to relieve the division staff of routine administrative details.
- Ability to utilize a personal computer and a broad variety of associated software, and other standard office equipment, as well as ability to learn and readily apply new specialized data systems.
- Ability to work independently with minimal supervision to meet work expectations.

**Working Environment and Physical Demands:**

Work is performed in an office environment with sitting for extended periods of time (often under stressful situations). Access all areas of City buildings, including stairs. Occasional travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination bending, twisting, reaching, stooping and fine manipulation skills to operate a personal computer, telephone system, and other equipment, and the ability to move items in excess of 25 pounds. Occasional attendance at evening meetings is required.

**Experience and Training Requirements:**

- High school diploma or GED equivalent **with** two (2) years coursework or vocational training in a combination of office management, accounting, administrative, secretarial, and/or business skills, **and**
- Three (3) years of progressively responsible administrative and/or secretarial experience providing support to a division manager, preferably in an engineering office.
- 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, webpage maintenance, 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.
- Pass background and driver's abstract check.

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

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.