



Department:	Public Works
Supervisor:	PW & CD Directors
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Revision Reviewed & Approved by:	SG
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Petersburg Borough

Job Description

PUBLIC WORKS

ADMINISTRATIVE ASSISTANT

Definition

The Administrative Assistant (AA) performs a variety of skilled typing, bookkeeping, clerical, and office tasks within established systems and procedures for Public Works and Community Development.

Supervision Received

Reports directly to the Public Works and Community Development Directors.

Supervision Exercised

None.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Completes a variety of specialized reports and record management, including activity control accounts, work orders, purchase orders, monthly account reports for Public Works operations/Maintenance, Water, Sewer, Sanitation, Motor Pool, Community Development and Building Maintenance. Assigns receivable, labor and other items to expense breakdown schedules from work orders and time sheets, interdepartmental transactions and utility payments.

Processes billings, invoices, departmental deposits, purchase orders and similar documents.

Accepts payments and issues receipts for various customer transactions.

Accepts and prepares utility line orders, work orders and trouble orders for customer service.

Maintains department employee's work records.

Directs incoming telephone calls and verifies monthly long distance charges for all public works divisions. Assists citizens, customers, employees and vendors regarding information and complaints.

Maintains office records, filing and inventory systems.

Types reports, forms, correspondence, agendas, minutes, memorandums, or special assignments.

Assists in annual budget preparation.

Performs daily mail run for the Borough.

Provides interdepartmental assistance to the Parks and Recreation department in providing customer service to families in making cemetery arrangements.

Attend meetings and take minutes for various Borough Advisory Committees and Commissions.

May be required to work as a traffic control flagger for Public Works projects.

May be required to fill in at solid waste baler facility to process customers. This will require forklift certification and baler training.

Performs other duties as assigned.

Distinguishing Characteristics

The work performed by the AA is characterized by the emphasis on clerical and bookkeeping skills and activities. Additional duties that take the representative out of the office require a level of flexibility differing from a normal secretarial position.

Working Conditions

Incumbent performs 90% of duties either standing or seated in a busy office environment. Minimal physical exertion is required. Occasional lifting of up to 70 lbs. may be required for mail run. If flagging duties are required, exposure to all weather conditions can occur. Worker will be exposed to unpleasant conditions if required to fill in at the baling facility.

Qualifications

Must possess a current and insurable Alaska State Drivers License.

Any combination of experience and education which provides the applicant with the following attributes:

Knowledge of bookkeeping practices and procedures.

Knowledge of office practices, procedures, and equipment.

Ability to deal courteously and effectively with the public and co-workers.

Ability to operate a 10-Key adding machine proficiently.

Ability to type 50 wpm.

Ability to set up and maintain file systems.

Working knowledge of computers and computer systems, including word processing, data base and spreadsheet functions.

Ability to read, understand and execute oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public; work cooperatively with supervisor and display willingness to assist co-workers.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date