|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **City of Kelso, Washington** | | | | | |
| Statements are descriptive of the kind and level of work and not intended to be an exhaustive list of responsibilities, duties and skills required of a person in this position. | | | TITLE  **Department Assistant** | | |
| DEPARTMENT  **Public Works** | | | CLASS/EXEMPT STATUS  **AFSCME/Non-Exempt** | | |
| DIVISION  **Public Works** | | SUPERVISOR  **Public Works Superintendent** | | CLASSIFICATION RANGE  **R-19** | |
| **POSITION DESCRIPTION**  Under general supervision of the Public Works Superintendent, performs administrative and clerical duties to the overall effectiveness of the Public Works Department. Also provides administrative support to the Street/Drainage Supervisor, Facility Maintenance, Water Plant Supervisor, and the Water/Sewer Supervisor. Subject to work after hours and weekends as required. | | | | | |
| **ESSENTIAL FUNCTIONS**  The essential functions of this position include but are not limited to:   * Prepares purchase orders/claims requests for signature, maintains purchase order files, assures deliveries match purchase order specifications, and processes expense vouchers for payment. * Responsible for vehicle maintenance records program which includes monitoring preventative maintenance (PM) schedules, coordinating PM implementation, and maintaining fuel usage activity records. * Prepares equipment rental monthly charges for various departments for use of the municipal fleet. * Processes and tracks departmental invoices and payment authorizations. * Prepares monthly Department payroll spreadsheet, obtain employee signatures and submit to Finance Department. * Tracks approved leave requests and maintains the departmental leave calendar. * Maintains the departmental asset inventory and other relevant custodial duties. * Records and transcribes meeting minutes.  Duplicates, organizes/collates and distributes materials. * Responds to citizens’ questions and processes public disclosure requests as applicable. * Assists in the timely preparation of Council agenda item submissions including review routing and documentation. * Collects data, conducts research, and performs analysis as directed. * Prepares, edits, and distributes various monthly reports. * Receives, distributes, and tracks work order requests. * Generates insurance claims to recover losses from damage to City facilities and infrastructure. * Maintains and edits applicable department pages on the City’s website and social media platforms as directed. * Operates multi-line phone systems, takes accurate messages, and transfers calls to appropriate staff. * Performs general clerical functions, such as mail distribution, office supply stocking/ordering, filing, and records management; including computerized database and hard copy filing systems. * Punctual, regular and reliable attendance is essential for successful job performance. * Perform such other related duties and tasks as assigned.   **TYPICAL QUALIFICATIONS**  Knowledge/Skills/Abilities:   * Knowledge of personal computing systems and Microsoft Office software programs such as word processing, spreadsheets, data bases and presentation programs. * Knowledge of City codes, policies, and department operating practices. * Knowledge of general secretarial and administrative practices. * Skill in managing, organizing, and tracking simultaneous projects. * Skill in communicating will fellow workers, managers, vendors, and the general public in a clear, concise manner. * Ability to operate general office equipment such as telephones, fax machines, copy machines and scanners. * Ability to follow verbal and written instructions. * Ability to work independently; set priorities; meet deadlines; and exercise independent judgment. * Ability to present a positive professional image to the general public and other City Departments. * Ability to evaluate efficiency of current policies and practices and recommend revisions and improvements. | | | | | |
| **POSITION REQUIREMENTS (Sufficient education, training and experience to demonstrate the attainment of the knowledge and abilities listed below):**  **EDUCATION**   * High School Diploma or G.E.D. * Graduation from a community college or vocational school preferred.   **EXPERIENCE**   * Two years experience in a secretarial or office clerical position. * Computer software: Microsoft Word, Excel and other similar computer programs if necessary. | | | | | |
| **SPECIAL REQUIREMENTS**   * A valid driver’s license is required. * Appointees not possessing a valid Washington or Oregon State Driver’s License upon hire must obtain one with a currently effective statutory time limit. * Successfully pass a modified background investigation. * Occasionally lifting up to 25 pounds. * Flagging certification ( to be secured within 90 days of hire) * Labor and Industries First Aid card with cardio-pulmonary certification ( to be secured within 90 days of hire) * Possession of Notary Public highly desirable.   Contacts:   * The Department Assistant position has regular contact with a variety of contractors, vendors, citizens, and regulatory agencies. * The Department Assistant has frequent contact with other City departments and staff. * Interactions with the public can become escalated and difficult.   Supervision:   * This position has no supervisory responsibilities.   Accountability:   * Department Assistant is accountable for the efficient, effective completion of assigned tasks.   Working Conditions:   * The Department Assistant usually works in an office but may be required to work in the field occasionally. | | | | | |
| PREPARED BY DATE  R. Johnson 5/29/2014 | SUPERVISOR DATE  S. Taylor 5/29/2014 | | REVIEWED BY DATE  P. Murray 8/7/2014 | | CITY MANAGER APPROVAL DATE  S. Taylor 8/7/2014 |