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| **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.
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| **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.
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| **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.
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| PREPARED BY DATER. Johnson 5/29/2014 | SUPERVISOR DATES. Taylor 5/29/2014 | REVIEWED BY DATEP. Murray 8/7/2014 | CITY MANAGER APPROVAL DATES. Taylor 8/7/2014 |