

City and Borough Sitka, Alaska

Class Specification

Class Title	Executive Assistant/ Office Coordinator (Public Works)
Class Code Number	1027
FLSA Designation	Non-Exempt
Pay Grade and Range	22
Effective Date	September 2010

General Statement of Duties

Provides office administration for the Public Works Department within the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform secretarial, clerical, and office administration tasks in support of the Public Works Department, and specifically for the Public Works Director. The administrative assistant in the preparation of contracts, legal documents, legislative documents, project documentation and correspondence; assists in monitoring project cost accounting; purchasing; assists with budgeting and invoice auditing; takes meeting minutes; processes incoming calls from the public; and otherwise relieves the Director of Public Works of minor administrative and business details related to the Public Works Department activities. The work is performed under the direct supervision of the Public Works Director and under the general direction of the Contract Coordinator, but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department or related departments as required or as assigned by the Contract Coordinator. In the absence of the Contract Coordinator an employee in this class may temporarily assume assigned responsibilities for this position. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, outside vendors and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

- Under the general direction and supervision of the Contract Coordinator, the Executive Assistant/ Office Coordinator assists in the preparation of contracts, bid/legal documents, project documentation and correspondence; inputs data, monitoring of project cost accounting (prepares pay requests/change orders), assists in report preparation, gives information to callers, handles mail, maintains files, takes meeting minutes, schedules appointments and meetings for the Public Works Director, and takes meeting minutes;
- Assists in the compilation and typing of statistical reports and legal documents (agreements, contracts, memorandums, resolutions, ordinances and permits).

- Assists in assembling and distribution of bid documents and monitors bid document distribution.
- Provides the initial public interface for permitting activities – Right of Way, Building, Water, Wastewater, Tree-cutting, Driveway, etc.;
- Operates desktop computers and printers, inputs engineering data, operates full-size blueprint machine and ten-key calculator;
- Makes travel arrangements for Public Works' employees;
- Assists in processing timesheets for appropriate sections/department(s), including structuring projects for accounting and assigning appropriate accounting codes;
- Provides Notary services to the Department and the public;
- Assists in maintaining vehicle and equipment accounts for the CBS including assigning vehicle/equipment numbers, ensuring vehicles are licensed and registered, processing computerized accounting data files, maintaining accurate records of vehicles and charge out rates, serial numbers, road ready costs and titles;
- Assists processing vehicle and surplus equipment sale bids;
- Assists in maintenance of key inventory and check out procedures for all CBS offices, buildings and vehicles;
- Performs special projects as requested by Contract Coordinator and other PW Administrative personnel;
- Website Design/Maintenance including process of tracking current projects, planholders info, accurate posting of addendums etc. Posting of bidders info etc.;
- Newspaper/Radio advertising – Public Notices;
- Develops print material (handouts, information, posters) in support of PW mission;
- Coordinates several CBS-wide mass (bulk) mailers;
- Maintains alphabetical files, project files, archives, and streets files. Gathers info and retrieves data for PW employees and the public;
- Develops and maintains forms, files, computer programs to track/automate PW processes.
- Office machinery responsibilities (troubleshooting/supplies ordering etc/coordinating maintenance);
- First point of contact for visitors, other depts., contractors, and the public. Disseminates a variety of information on subjects related to PW processes and procedures, Recycling, WWTP Issues (water leak procedures, etc.), sewer questions, road maintenance issues, and Building Department rules/regulations/procedures, thereby relieving administrative officials of this duty;
- Performs research on organizations, projects and issues as assigned by the Public Works Director;
- Assists in preparation of bid documents, pay estimates and change orders, ensuring that all legal requirements are met and that all numbers are accurate and verified;
- Prepares and types correspondence, memorandums, reports and related materials for the Public Works Director and other related personnel as necessary and requested;
- Assists in preparation of contracts and agreements, including ensuring that all such documents are signed and distributed accordingly;
- Distributes official Public Works documents to all appropriate/affected departments as necessary;
- Assists in processing work orders for Water/Wastewater, Public Works and Engineering Sections/Department(s), including assigning accounts and project numbers and calculating all labor, material, inventory and equipment;
- Processes billing requests and bills appropriate charges;
- Processes purchase orders for the Public Works Department, including generating material receipts, establishing vendors and implementing an accounting system; Tracks funds for individual projects to determine the status of monies at all phases of a public works project;
- Answers departmental telephones, providing information as warranted or referring the caller to the appropriate departmental personnel and/or other City and Borough department or outside agency;
- Greets visitors to the department, dispenses information as requested, refers visitors to appropriate personnel, answers questions, hears complaints, takes actions to resolve problems and represents the Public Works Department in a courteous and professional manner;
- Assists in processing vehicle and surplus equipment sale bids;
- Assists in maintaining key inventory and check out procedures for all City and Borough offices, buildings and vehicles;

- Establishes and maintains departmental files, including maintaining security over confidential matters and files and distributing such material only to appropriate sources;
- Assists in monitoring janitorial Contracts for the City as requested by the Public Works Director;
- Schedules appointments for the Public Works Director and The City and Borough Engineer;
- Performs special projects as requested by the Public Works Director;
- Maintains assigned department inventories and orders office supplies as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of modern office procedures and equipment;
- Thorough knowledge of City computer networks and modern filing systems;
- Some knowledge of local government accounting principles, practices and procedures;
- Some knowledge of municipal purchasing procedures;
- Some knowledge the current practices and procedures involved in Public Works operations;
- Some knowledge of customer service policies, inventory, materials and equipment and vehicle charges;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involving City and Borough activities or policies;
- Ability in math to add, subtract, multiply, divide and derive percentages;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type materials at a reasonable rate of speed;
- Ability to learn City and Borough policies and Departmental rules, procedures, practices and objectives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED;

- Combination of four years secretarial, accounting, and administrative experience including at least one year in an architectural, engineering or legal office, or other acceptable professional office;
- Ability to type 50 wpm;
- Ability to operate ten-key calculator by touch; operate computer terminals and word processing/spreadsheet software;
- Must be fully familiar with finance department accounting software - or obtain familiarity within 3 months of initial employment and demonstrate ability to utilize web page creation software; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

Notary Public

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office environment and visit various work sites throughout the City and Borough.

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