

City of Phoenix

ADMINISTRATIVE ASSISTANT – PUBLIC WORKS

POSITION: non-exempt

DEFINITION: The Administrative Assistant provides support and assists in the administration of the standard operating policies and procedures of the Department. This position maintains close working relationships with other personnel, outside agencies, and the general public.

TYPICAL EXAMPLES OF WORK:

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.

1. Writes correspondence and researches past practices for Public Works Director regarding confidential personnel and union matters.
2. Responds to public or other inquiries regarding department policies and procedures - responds to citizen complaints.
3. Oversees and manages the Public Works Safety program.
4. Coordinates safety training material and attends required monthly meetings.
5. Oversee and maintain OSHA compliance.
6. Establishes and maintains filing system and indexes using independent judgment.
7. Coordinator of backflow program.
8. Researches grants solicitations and grant administration.
9. Responsible for updating and maintaining current legal requirements for required public notifications under bid procurements; public hearing process; road closures, emergency closures, etc.

ESSENTIAL JOB FUNCTIONS:

1. Ability to work independently.
2. Ability to accept criticism
3. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.
4. Ability to exercise good judgment, courtesy and tact with the public and employees.
5. Knowledge of computer software: Word, Excel and Power Point
6. Ability to read and interpret documents such as state laws, city ordinances, operating and maintenance instructions, and procedure manuals.
7. Ability to meet deadlines – is detailed oriented and maintains good organizational skills.
8. Must be able to demonstrate ability to type 60 wpm.

JOB QUALIFICATIONS:

1. Two years of related college level training (Preferred Bachelor's Degree from a credited college or university in a related field.
2. Five years of related experience
3. Any equivalent combination of education and experience, with additional experience substituting for the required college level training on a year to year basis.
4. Working knowledge of computers
5. Communicate both verbally and in writing
6. Knowledge of statutory requirements of the Dept. of Public Works.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. This position required mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 80% of the work period while operating equipment such as computer keyboard, telephone, transcriber, etc. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work environment is typical of most office environments.

SUPERVISION:

Works under the direction of the Public Works Director.

