



JOB ANNOUNCEMENT

POSITION TITLE AND DEPARTMENT/DIVISION:

Administrative Assistant with Public Works Motor Pool Division

POSITION CLASSIFICATION AND HOURS:

Regular Appointment, Full-Time.

JOB SUMMARY:

The Administrative Assistant I for Motor Pool will provide general administrative support to the Motor Pool Division. Duties focus primarily on filing, document preparation, answering phone, and data entry.

This position works under the direct supervision of the Mechanics and Administrative Assistant for Public works and may take functional direction from the Assistant Public Works Director and/or Public Works Director. This is considered an entry level position where work is performed according to established procedures with little variance from those procedures required.

This position involves extensive contact with department employees, other departments, the public, and external businesses, agencies and organizations.

The Administrative Assistant position requires a tactful, pleasant, courteous and diplomatic manner, and a neat appearance.

ESSENTIAL JOB FUNCTIONS:

The following are essential job functions of an Administrative Assistant I. This position will assist in the various functions of an Administrative Assistant listed below:

1. Coordinates the flow of paperwork, work orders, parts order, etc. for Motor Pool.
2. Prepares letters, reports and other correspondence on a personal computer, using various software applications.
3. Follows up on correspondence, calls and related items.
4. Assists with scheduling of work orders, preventive maintenance on City and customer equipment and vehicles.
5. Assists with filing, photocopying and faxing.
6. Ensures the maintenance, security, safety, cleanliness and upkeep of office areas.
7. Processes internal documentation, including work orders, purchase requisitions, time sheets, leave requests, etc.
8. Enters repairs and maintenance performed on City equipment and vehicles in database applications.
9. Assists with purchasing and receiving items for Motor Pool.
10. Assists with receiving and tracking receipt parts, package stock, supplies, etc. for Motor Pool.
11. Assists with special projects, as needed.
12. Perform other duties as assigned by the Mechanics, Administrative Assistant for Public Works, Assistant Public Works Director, and/or Public Works Director.

QUALIFICATIONS:

1. Must be at least eighteen (18) years of age.
2. **Must** possess a valid Alaska Driver’s License.
3. High school diploma or GED.
4. Must have computer literacy skills, including word processing and spreadsheets and knowledge of work order systems. Basic English, grammar, and spelling.
5. Simple mathematical calculations.
6. Knowledge or ability to learn office operations.
7. Knowledge or ability to learn record keeping systems.
8. Must be a team player.





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9. Ability to communicate effectively with City personnel, the public and external contacts, whether on the telephone or in person.
10. Ability to lift up to 50 pounds.
11. Other combinations of education and experience could provide the competencies, knowledge, skills and abilities listed.

WAGE AND BENEFITS:

This is a hourly wage position ranging from \$16.60 to 24.89 per hour, depending on education, experience, and skills. Standard City of Saint Paul benefits per City ordinance.

DEADLINE:

This position is open until filled. Apply at the City of Saint Paul during normal business hours by completing an Application for Employment or by requesting and completing an Application for Employment electronically. A resume should accompany the completed application. Applicants with incomplete applications will not be considered for the position. For an Application for Employment, Job Description, or for more information contact Monique Baker, City Clerk at mbaker@stpaulak.com or at www.stpaulak.com.

Posted December 21, 2020.

