



## **JOB ANNOUNCEMENT**

### **POSITION TITLE AND DEPARTMENT/DIVISION:**

Administrative Assistant with Public Works

### **POSITION CLASSIFICATION AND HOURS:**

Regular Appointment, Full-Time

### **JOB SUMMARY:**

The Administrative Assistant for Public Works will provide general administrative support to Public Works. Duties focus primarily on filing, document preparation, answering calls, directing services, managing work orders, and data entry utilizing various programs.

This position works under the direct supervision of the Public Works Director or designee and may take functional direction from the City Clerk and/or City Manager. 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. This position will assist in the various functions of Finance and Administration listed below:

1. Prepares letters, reports, and other correspondence on a personal computer, using various software applications.
2. Assists with scheduling of work orders, preventive maintenance on City and customer equipment and vehicles using Asset Essentials.
3. Works as lead team member of project planning and tasks for Public Works and all its divisions using Microsoft office tools.
4. Completes daily necessary office duties including filing, photocopying, following up on correspondence, calls, and related items.
5. As a member of the public works administration team, will be involved in upper-level meetings within Public Works and will follow appropriate confidential professionalism of the information discussed.
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. Will assist in the assigning of Public Works personnel for the repairs and maintenance performed on City facilities, and enters repairs and maintenance performed on City facilities in database applications.
9. Assists with purchasing and receiving items for Public Works.
10. Will be responsible for receiving and tracking receipt parts, package stock, supplies, etc. for Public Works.
11. Assists with special projects, as needed, and communicate to public, updates concerning Public Works services.



12. Provide supervision and support to assigned staff.
13. Perform other duties as assigned by the Public Works Director or designee.

**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.
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 an hourly wage position ranging from \$18.71 to \$28.07 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 Aubrey Wegeleben, City Clerk at [awegeleben@stpaulak.com](mailto:awegeleben@stpaulak.com) or at [www.stpaulak.com](http://www.stpaulak.com).

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