



## **JOB ANNOUNCEMENT**

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

Administrative Assistant with Public Works

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

Regular Full-Time; 40 hours a week; Hours may vary

### **JOB SUMMARY:**

Working under the direct supervision of the Public Works Director or designee, the Administrative Assistant will provide general administrative support and customer service to Public Works.

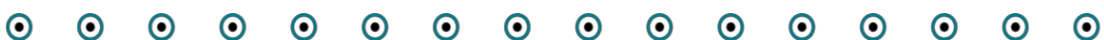
Duties include managing calls, assisting co-workers and the public, maintaining departmental files, distributing mail, preparing and reconciling purchase orders, preparing purchase requisitions, and payments, preparing routine correspondence, and data entry utilizing various programs.

Must work effectively and efficiently and establish professional and productive working relationships with the public, City of Saint Paul officials and staff. Must possess strong organizational and interpersonal skills and have the ability to learn, understand, and apply multiple departmental procedures, tasks and software.

This is considered an entry level position where work is performed according to established procedures with little variance from those procedures required.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist with the preparation of reports, memos, and other documents, manage correspondence, and maintain files and records.
- Answer phones, respond to inquiries from the public and other staff, and provide information about Public Works services.
- Create and maintain databases, spreadsheets, and documents using Microsoft Office Suite (Word, Excel, Outlook).
- Prepare agendas and take minutes for departmental meetings.
- Manage work orders and service requests for preventive maintenance on City and customer equipment and vehicles using Asset Essentials.
- Work as lead team member of project planning and tasks for Public Works and all its divisions using Microsoft office tools.
- 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.
- Prepare and process internal documentation, including work orders, invoices, purchase requisitions, time sheets, leave requests, etc.



- Assist in the assigning of Public Works personnel for the repair and maintenance performed on City facilities, and enter repairs and maintenance performed on City facilities in database applications.
- Paperwork during offload of barges.
- Responsible for receiving and tracking receipt for parts, package stock, supplies, etc. for Public Works.
- Assists with special projects, as needed, and communicate to public, updates concerning Public Works services.
- Provide supervision and support to assigned staff.
- Perform other duties as assigned by the Public Works Director or designee.

#### **QUALIFICATIONS:**

- High school diploma or GED required.
- Be at least eighteen (18) years of age.
- Valid Alaska Driver's License or ability to obtain one within 90 days of hire.
- Ability to lift up to 50 pounds.
- Knowledge or ability to learn record keeping systems.
- Strong communication (phone, or in person), and computer skills.
- Successfully pass background test which includes criminal background, professional and reference check.
- Successfully pass any pre-employment drug and alcohol test.
- Combination of education and experience that could provide necessary knowledge, skills and abilities will be evaluated on an individual basis.
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multi-task.
- Excellent interpersonal, customer service, and leadership skills; including the ability to work effectively with people from diverse backgrounds; establish and maintain cooperative relationships and work successfully as a member of a team.
- Excellent time management, problem-solving and organizational skills.

#### **WAGE AND BENEFITS:**

This is an hourly wage position ranging from \$19.79 to \$29.69 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 or at www.stpaulak.com.

*Posted June 23, 2025*

***NOTE:*** *This job announcement describes the general nature of the work performed, representative functions as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, and skills required of the job.*