



ADMINISTRATIVE ASSISTANT

Engineering

POSITION DETAILS

Position Title:	Administrative Assistant – Engineering
FLSA Classification:	Non-Exempt
Salary Grade:	8
Reports To:	Engineering Manager/City Engineer
Cell Phone Stipend:	<input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Ineligible
Supervisory Functions	<input type="checkbox"/> Full-Time Employees <input type="checkbox"/> Seasonal Employees <input type="checkbox"/> Part-Time Employees <input type="checkbox"/> Volunteers <input type="checkbox"/> Temporary Employees <input checked="" type="checkbox"/> No Supervisory Functions

BASIC FUNCTION

Under the direction of the Engineering Manager/City Engineer, provides administrative and logistics support for the Engineering Division, Department head and department employees with an emphasis on project coordination; professional service, and record management. This position also provides support to the Engineering Division to support office operations, services, and activities; plan and perform administrative office coordination to ensure smooth, timely, and efficient office operations for the department; research, collect, analyze and compile data and information for inclusion in reports; maintain financial records, files and budgets related to departmental operations, programs, and expenditures.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant incumbents perform a broad range of complex duties to ensure the smooth and efficient office, department and project administration.

ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Develops, reviews, and routes correspondence, including reports, agreements, amendments, specifications, submittals, Requests for Qualifications, consultant payments, bid documents, and project closeout forms; prepares directive letters to contractors regarding contract compliance.
- Maintains departmental databases; prepares and administers the clerical requirements of the public bid and solicitation processes including the preparation and processing of project closeouts and warranty documentation.



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- Maintain financial records and files pertaining to departmental expenses, training, and certifications, budget balances, prepare reports, charts, and graphs as requested.
- Organize and coordinate office functions, transmittals and communications; ensure the efficient flow of office information, applications and documents, interact with City Departments and outside organizations to coordinate assigned department operations.
- Maintains project records; reviews invoices to ensure conformance with contract provisions and budget; processes contract payments in accordance with the City's project management program; maintains and updates the City's capital improvement program management system.
- Compose, prepare, type, and distribute a variety of correspondence, letters, memos, and reports including materials of a confidential nature; compose letters requesting or providing information; track office projects and maintain related files and records; develop and maintain extensive filing systems.
- Act as a receptionist for vendors, contractors, agencies and citizens. Answer telephone calls and direct the public to appropriate departments or individuals; receive complaints and explain programs, codes, policies, and procedures within the scope of authority; maintain department web pages and provide information of a general or limited technical nature; schedule appointments and meetings.
- Operate a variety of business and office equipment, including personal computers, fax machines, copiers and calculators, and receive, sort, open, and distribute mail; drive a vehicle as required.
- Provide staff support and clerical and administrative assistance to boards and committees; take and transcribe detailed minutes as directed; prepare reports, agendas, correspondence and other materials as assigned.

REQUIRED EDUCATION AND EXPERIENCE

- Graduation from high school or GED.
- Any combination equivalent to graduation from high school supplemented by course work in office management, administrative training, or related field and;
- Five (5) years of increasingly responsible experience in a similar position.
- Two (2) years of facilities, engineering, public works, or construction industry administrative experience preferred.

REQUIRED LICENSES AND CERTIFICATIONS

Valid Driver's License.



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COMPETENCIES

Knowledge of:

- Project management, construction plans and specifications and documentation practices.
- State of Idaho procurement processes and requirements.
- Financial and statistical record-keeping techniques.
- Processing requirements and procedures for public documents.
- Budget preparation and control techniques.
- Modern office practices, procedures and equipment.
- Operation of a personal computer and data entry and database management techniques for record maintenance and report generation.
- Applicable laws, codes, regulations, policies and procedures related to assigned area.

Ability To:

- Work well under pressure; meeting multiple and sometimes competing deadlines.
- Prepare and present financial, statistical and narrative reports. Maintain financial accounting records and filing systems
- Use correct English in grammar, spelling, punctuation and vocabulary.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Demonstrate verbal and written communication skills.
- Perform a variety of administrative, clerical and public relations duties to support office operations and activities.
- Assure smooth, timely, and efficient office operations for the assigned function or activity.
- Plan, prioritize, schedule, and organize work.
- Operate a computer to enter data, maintain records, and generate reports.
- Evaluate and recommend improvements in operations, systems, procedures, policies, and methods.
- Research and analyze data and information and prepare data in format as assigned.
- Present ideas and concepts clearly and concisely.
- Communicate effectively both verbally and in writing.
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.
- Work confidentially with discretion.
- Complete work with many interruptions.
- Work independently with little direction.
- Understand and work within the scope of authority.



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- Prepare, monitor, and control assigned budgets.

Skill In:

- Applicable software.
- Type at 50 words net per minute from clear copy.
- Microsoft Suite and internet.

WORK ENVIRONMENT

- Office setting.
- Driving a vehicle to conduct work occasionally.

WORKING CONDITIONS

- Sitting and viewing a computer monitor for extended periods.
- Dexterity of hands and fingers to operate a typewriter and computer keyboard.
- Reaching overhead, above the shoulders, and horizontally.
- Bending at the waist.
- Walking.
- Lifting light objects weighing up to twenty (20) pounds.
- Hearing and speaking to communicate and provide information to others.
- Ability to see details of objects, documents, including close vision.

TRAVEL

Travel within the City and County; Occasional travel outside of local area.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.