

Position Title: Secretary/Admin Assistant – Engineering & Public Works

Purpose: Under the direction of the Director of Engineering & Public Works, the Secretary/Admin Assistant – Engineering & Public Works coordinates and performs a variety of skilled secretarial functions; provides administrative support to the Director, Public Works Superintendent, other departmental personnel and other Departments as required; prepares correspondence, reports, and other documentation; updates and maintains the Department's records and files; coordinates assigned Engineering & Public Works programs; prepares and assists in administering tender documentation; orders departmental supplies; responds to Engineering & Public Works inquiries and complaints; and performs other related duties as assigned.

Responsibility: Director of Engineering & Public Works

General Duties:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, but rather only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers, screens, and directs incoming calls to appropriate departments and/or individuals; documents and distributes telephone messages.
- Greets and assists office visitors; directs visitors to other Municipal Departments as required.
- Serves as a primary point of contact for departmental employees and the general public.
- Responds to various types of Engineering & Public Works inquiries and/or complaints; provides information regarding departmental operations, services, programs, projects, and policies.
- Prepares, processes, and prioritizes service requests received from the public and other Departments.
- Prepare and assist in the administering of tender documentation.
- Provides secretarial support and assistance to the Director of Engineering & Public Works, Public Works Superintendent, other employees and/or other Departments as required.
- Schedules and coordinates meetings, appointments and/or other functions; updates and maintains departmental calendars.
- Prepares, processes, reviews, and disseminates correspondence, memoranda, contracts, schedules, forms, purchase orders, invoices, and/or other types of departmental documentation.
- Compiles and submits water/wastewater sampling reports and maintenance schedules as required.
- Updates and maintains departmental records, filing systems and databases.

- Coordinates with vendors regarding the ordering of departmental supplies; tracks and verifies the accuracy and quality of shipments received; researches and resolves supply issues.
- Compiles, maintains, and submits data for time summaries for Public Works staff including overtime, vacation and sick leave.
- Assists with contract management.
- Re-allocated to other departments/works areas within the same seniority group, as may be needed from time to time.
- Performs other related duties as assigned or required.

EDUCATION AND EXPERIENCE

- Diploma in Office Administration or equivalent; and five years administrative support experience; OR an equivalent combination of education and experience.
- Have an understanding and knowledge of municipal operations.

KNOWLEDGE AND SKILLS

- Engineering & Public Works Department operations, policies, and procedures.
- Must be proficient in Microsoft Word, Excel, and Outlook and capable of becoming proficient with work order software.
- Principles and practices of office administration.
- Records management principles and standards.
- Basic bookkeeping and accounting principles.
- Principles of tender administration.
- Providing administrative support to management personnel, departmental staff and other departments as required.
- Compiling data and preparing correspondence, reports, and other documentation.
- Checking work and ensuring it is accurate.
- Updating and maintaining departmental records and files.
- Establishing and maintaining cooperative working relationships with other staff, Departments, outside agencies, community organizations, vendors, and the general public.

OTHER QUALIFICATIONS

- Must be able to maintain a level of confidentiality.
- Reliable and self-motivated.
- Must be able to work independently as well as take direction in organizing and carrying out various projects.
- Willingness to accept responsibility and prioritize workload.
- The successful applicant must provide a satisfactory criminal records check, prior to beginning employment.