

Job Description

Human Resource Use Only

Position Number:
Step/Grade - G
Effective Date: 12/2013

POSITION IDENTIFICATION

Position Title: Administrative Assistant
Division: Wastewater Treatment Facility
Status: Full time Non-Exempt
Workweek: Monday – Friday (8:00 a.m. – 4:30 p.m.)

SUPERVISORY RELATIONSHIPS

Reports to: Superintendent
Directly Supervises: None

POSITION PURPOSE

This position is responsible for diverse duties of a semi-skilled and technical nature including paraprofessional account-keeping tasks in maintaining the financial accounts of the Utility. Administrative assistant collects all packing slips, processes all invoices, and inputs documents into city accounting software for all accounts payable. Position also assembles necessary data and generates monthly invoices for sewer metered industries and outside waste haulers. Assistant performs varied computer, typing, and clerical tasks and supports the utility and its staff in all administrative functions.

ESSENTIAL DUTIES

- Collates packing slips, invoices, inputs transaction into Springbrook system for timely payment to vendors. Verifies purchases have been received, resolves billing errors with vendors and ships back returned or defective items. Maintains all accounts receivable and accounts payable for the WWTF. ~~facility~~. Records industrial and miscellaneous billings.
- Calculates and invoices sewer bills for metered industries that discharge directly to the WWTF.
- Prepares employee payroll for review by the Superintendent. Reviews and inputs time cards as needed and resolves coding and reporting issues with City Hall payroll specialist.
- Assists the Superintendent in projecting budget line expenditures, operating revenues and maintenance and operating costs used for formulating Utility budgets and for setting the subsequent sewer service rates.
- Handles and sends all confidential correspondence, employee medical documentation, leave forms, ~~and keeps personnel files up to date and forwards originals~~ to HR for current and updated permanent employee files. ~~permanent record keeping.~~
- Maintains a complete record system for the pretreatment program and industrial user files. Assists in any pretreatment enforcement actions.
- Prepares letters, memoranda, reports and other documents as needed.
- Monitors office supply inventory and places orders for office supplies when needed.
- Answers phones, forwards calls, takes messages, and acts as the Utility receptionist.

- Sends out correspondence and picks up Utility mail deliveries from City Hall. Picks up supplies and parts from local vendors.
- Prepares and sends agenda and meeting packets for WWTF Board meetings to Board members.

OTHER DUTIES

- Reviews monthly weather data for errors and omissions. Validates data and closes the month.
- Assists auditors in locating records and supporting information for the department for use in the CAFER report.
- Uploads Utility updates and information to the City website
- Downloads effluent temperature data logger and inputs to excel for reporting purposes.
- Prepares discharge permits and invoices permitted haulers utilizing the WWTF for disposal
- Processes employee reimbursements for prescription safety glasses, clothing allowances, and safety toe boots.
- Performs any other administrative duties as required.

MINIMUM POSITION QUALIFICATIONS

Education:	High school diploma along with an Associate Degree in Business or Accounting. Applicants may qualify with a combination of relevant work experience, training, or education as determined by management.
Experience:	A minimum of 1 year experience in an office environment performing similar duties to the Utility administrative assistant.
Certifications/Licenses:	A valid driver's license.
Other Requirements:	No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

This position must possess knowledge of office terminology and procedures with the ability to type a minimum of 40 words per minute and be competent in the use of Microsoft office; must be able to multi task and remain effective with frequent interruptions by phone calls and with requests from other employees; and possess the ability to learn and become fluent in the use of Springbrook software package used by the City of Manitowoc.

BACKGROUND CHECKS- Condition of Employment

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Manual Dexterity:	Position requires good hand eye coordination and manual dexterity necessary to operate computer keyboard/terminal, photocopier, computer printer, calculator, telephone, and fax machine and office equipment.
--------------------------	--

Physical Effort: Need to be capable of exerting light physical effort in sedentary to light work, typically involving lifting, carrying, pushing, and pulling.
Employee is occasionally required to lift and move up to 50 pounds.

Working Conditions: While performing the duties of the job, the employee is generally indoors and required to sit, stand, and walk.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

| <H:\wpdocs2\Job Descriptions\NEW Job Descriptions Approved by CC 2013-2014\WWTF\Admin Asst JD 4.2013.doc>