

# Job Description

Human Resource Use Only
Position Number:
Step/Grade
Effective Date: 03/2014

## POSITION IDENTIFICATION

**Position Title:** Department of Public Infrastructure Administrative Assistant  
**Division:** Department of Public Infrastructure  
**Status:** Full-time, non-exempt  
**Normal Workweek:** Monday – Friday

## SUPERVISORY RELATIONSHIPS

**Reports to:** Director of Public Infrastructure  
**Directly Supervises:** ~~None~~ Administrative Support Specialist

## POSITION PURPOSE

This is a professional administrative position offering a wide variety of administrative and technical support to the Director of Public Infrastructure and the ~~Engineering Divisions~~ within. Due to documentation received and produced, and privileged information it contains, confidentiality is a must. As the primary Administrative support professional for the Director of Public Infrastructure, this position requires independence, the exercise of good judgment and the ability to adapt to new situations and work procedures. The position ~~supervises part-time Administrative Support Specialist~~, handles all confidential correspondence concerning personnel, ~~grievances, union negotiations~~, strategies, and any other confidential matters that arise from any source. Completed work generally must be accurate and error free, with a strong attention to detail.

## ESSENTIAL DUTIES

- ~~Responsible for Engineering Administrative Support Specialist~~, which includes training and support. Trains all new Engineering Employees with respect to departmental policies, programs and operations
- Assists Department of Public Infrastructure Supervisory Staff and Supervisory Staff of other Departments ~~when directed by the Director of Public Infrastructure~~
- Schedules confidential meetings with supervisory personnel, elected officials, other employees and members of the public. Attendance at such meetings will include completion of meeting minutes. This includes similar responsibilities for performance evaluations and disciplinary actions, ~~as well as for Union negotiations and grievance actions~~. Confidential records are filed, typed and accessed by the Administrative Assistant
- Communicates and serves as liaison to City Attorney's office on strategies, personnel problems, grievances, and other legal matters
- Assists the Director of Public Infrastructure throughout the year in monitoring accounts, tracking grants and fulfilling annual program requirements
- ~~Assists in the~~ Responsible for creation of contracts, ~~agreements~~, change orders, payments to contractors and vendors, grant requirements, permits issued and permits obtained.

- Responsible for obtaining necessary insurance documentation for contracts/agreements and for permits.
- Assists in approving Right-of-Way Excavation and Right-of-Way Use Permits via ROWay.
- Maintains ROWAY software and makes necessary changes to our permitting system.
- Assists in creation of bids for Capital Works Projects along with other projects over \$25,000. Responsible for uploading and creating on-line bid through Questcdn.
- Assists in preparation and mailing of Quotes.
- Manages Accounts for all payments on contracts, agreements and bids and supplying supporting documents for Final Payments on Contracts for Board of Public Works and Common Council.
- Contact Management for Questcdn On-line Bidding.
- Responsible for completion of assessments, assessment maps and completion of assessment calculations and setup for all Capital Projects and Annual Snow Removal Assessments.
- Manages website for Engineering Division and Stormwater Management.
- Responsible for Public Infrastructure Committee Meetings, preparing agendas, attending meetings, taking minutes via Legistar/Granicus.
- Assists the Public Infrastructure Committee Chairman with agendas and requests.
- Responsible for Accounts Payable for the Board of Public Works, Common Council and Accounts Receivable for billing of departments for labor of Capital Projects and State Agreements.
- Responsible for annual billing for agreements, Conditional Use Permits and tonnage fees.
- Responsible for Rollaire Skating monthly rentals and billings per contract with City.
- Reads maps and interprets property and infrastructure data with respect to inquiries for graphical and textual data
- Reads legal descriptions and interprets for inquiring public or officials
- Interprets City of Manitowoc ordinances that relate to the Department. Drafts resolutions and ordinances for review by supervisory personnel
- Maintains filing system and all aspects of document management
- Researches property history for assessments and forecasts future assessments for requesting agencies and public. Issues official determinations of same
- Creates special reports and tabulations as requested by Supervisory staff
- Responsible for payroll records, employee information and all support administration for employee matters under the supervision of the Director of Public Infrastructure
- Responds to citizen complaints and directs to appropriate department or agency
- Opens mail, answers phones, communicates via a two-way radio, performs typing and operates a calculator quickly and efficiently
- Notarize documents
- Responsible for using word processor, spreadsheet, database, Activenet and Springbrook (set up project management and training), E-mail and Internet technology in the dispensation of duties
- Assist main frame programmers in developing software programs to suit department needs
- ~~Responsible for attending Public Infrastructure Committee meetings and taking minutes. Also responsible for setting agenda. (moved up)~~

## OTHER DUTIES

- Other duties as assigned

## **MINIMUM POSITION QUALIFICATIONS**

<b>Education:</b>	Associate Degree in Business with accounting background or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities as determined by the employer
<b>Experience:</b>	Progressively responsible clerical/administrative experience
<b>Certifications/Licenses:</b>	Must possess a valid Wisconsin Driver's License Must possess or have the capability to obtain notary certification
<b>Other Requirements:</b>	No other requirements

## **KNOWLEDGE, SKILLS, & ABILITIES**

Familiarity with construction, engineering and public works terminology and ability to communicate clearly in such terms; considerable knowledge and aptitude in the use of modern office tools such as computers, fax machines, multi-line phone systems and desire to continually advance the integration of such tools in the office or any equivalent combination of experience and training which provides the required knowledge, skills and abilities; ability to carry out a multitude of duties simultaneously and to meet deadlines despite difficult and complex situations; ability to apply situational reasoning ability by exercising good judgment, decisiveness and creativity in complex situations. This position also requires the ability to supervise others; ability and interest in the completion of routine administrative tasks with attention to detail; ability to work independently on special projects and the discretion to determine when collaboration is required; ability to establish and maintain working relationships with the strictest of decorum and with the use of considerable discretion; strong organizational skills; ability to maintain a logical structured office filing system; ability to read maps and construction plans and to interpret legal descriptions and documents. The position requires the ability to interpret City and State ordinances with respect to public works; considerable knowledge and experience in the use of a variety of computer software such as MS Office, scheduling software, spreadsheets, E-mail, Internet browsers and various utility software such as compression utilities, backup software, and workgroup network software; ability and desire to learn new technology in the workplace as it develops and changes; some experience in the use of Computer Graphics, CAD/CAM and GIS technology; ability to create and keep organized reports and records and must type a minimum of 50 wpm with great accuracy. This position must have the ability to communicate and deal with the public in a professional and courteous manner; ability to read and interpret policy manuals and City ordinances; ability to prepare and issue reports in a clear, concise and professional manner; considerable knowledge and aptitude in the use of business arithmetic, algebra and simple trigonometry; ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movement in operation of calculator, telephone, and computer keyboard.

## **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:** While performing the duties of this job, the employee is required to sit, stand, walk, and use both hands to touch, grasp, feel; reach with hands and arms; talk and hear. The employee may be required to climb, stoop, kneel or crouch. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movement in operation of calculator, telephone, and computer keyboard.
- Physical Effort:** The employee is sometimes required to lift and move up to 50 pounds.
- Working Conditions:** While performing the duties of this job, the employee is regularly in an office environment. In State travel may be required occasionally.

---

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.

O:\wpdocs2\Job Descriptions\NEW Job Descriptions Approved by CC 2013-2014\Dept of Infrastructure\Draft DPI Admin Assistant - June 2015\Sept-13 Rev .doc