

Job Description

Human Resource Use Only

Position Number: Step/Grade Effective Date: 03/2014
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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: Engineering clerical staff; trains all clerical staff throughout all divisions of the Public Infrastructure Department

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 Division. 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. Another critical function is the preparation and budget coordination of all Public Infrastructure Division functions and the implementation and reporting functions of the cost, payroll, payables/receivables and accounting system. The position supervises other clerical staff and 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

- Trains and supervises Engineering clerical staff as well as training and support for all divisions of the Public Infrastructure clerical staff. 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 union negotiations, strategies, personnel problems, grievances, and other legal matters

- Drafts Department of Public Infrastructure job postings and job descriptions for approval by the Director of Public Infrastructure. Draft necessary requests and correspondence to Personnel Committee and Common Council for signature by the Director
- Preparation and budget coordination of all Public Infrastructure Divisions, all accounting functions, the implementation and reporting functions of the cost, payroll, budget, payables/receivables and reporting functions of the departments accounting system
- Prepares, coordinates, and submits the annual budget and all supporting documentation relating to labor, equipment, materials, and capital expenditures for all divisions of the Department of Public Infrastructure
- Monitors revenues and expenses and provides budget status information to supervisory staff
- Compiles and prepares accounting, statistical, financial, and payroll data into useful information for the Supervisors of the Public Infrastructure Division, the Director of Public Infrastructure and the Public Infrastructure Committee
- Assists the Director of Public Infrastructure throughout the year in monitoring accounts, tracking grants and fulfilling annual program requirements
- Submits State and Federal reports as required for reimbursement of operating assistance
- Prepares annual applications for operating and capital assistance from State and Federal government
- Responsible for all DPI Divisions accounts, payments, receivables and petty cash
- Assists in the creation of contracts, change orders, payments to contractors and vendors, grant requirements, permits issued and permits obtained
- 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
- Responsible for completion of assessments and completion of assessment calculations and setup
- 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, City wide assist with budget), E-mail and Internet technology in the dispensation of duties
- Assist main frame programmers in developing software programs to suit department needs

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education:	Bachelors in Business Administration with accounting background
Experience:	Progressively responsible clerical/administrative experience Experience related to budgeting, forecasting, cost tracking, and project management
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License Must possess or have the capability to obtain notary certification

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.