Job Description

Human Resource Use Only	
Position Number:	10012
Step/Grade	F
Effective Date:	11/2016
Revision Date:	03.2026

POSITION IDENTIFICATION

Position Title:	DPW Administrative Support Specialist-PT
Department:	Department of Public Works
Status:	Part-Time Non-Exempt
Workweek:	Monday – Friday, 20 hours per week, evening meetings as required

SUPERVISORY RELATIONSHIPS

Reports to:	DPW Office Manager
Directly Supervises:	None

POSITION PURPOSE

This is a professional administrative position provides administrative and technical support to the Engineering, Buildings & Grounds, and Cemetery Divisions. Responsibilities include assisting the public, maintaining records and inventory, data entry, report preparation, and supporting Department of Public Works operations. This role requires attention to detail and accuracy, strong organizational skills, problem-solving skills, and the ability to exercise a considerable degree of independence while managing multiple tasks.

ESSENTIAL DUTIES

- Provide administrative support to the Engineering, Buildings & Grounds, and Cemetery divisions, including answering phones, assisting customers, responding to citizen inquiries or complaints, and directing requests to appropriate departments.
- Issue and process permits and requests, including sidewalk, grades, and ROWAY permits, maintain related records, and provide information to public using maps to verify lot frontage, lateral location and special assessments.
- Oversee scheduling of well testing, responsible for reviewing and mailing test results, determining and scheduling bottle water delivery and acquiring data for reports as required by the WDNR.
- Prepare correspondence, mail merges, mailing lists, notices, and certified letters for public notifications, street improvements, sidewalk programs, meetings, and other departmental communications.
- Maintain departmental records and documentation including filing systems, insurance certificates, bonds, letters of credit, and various databases and software programs.
- Process financial transactions including accounts payable, accounts receivable, permit payments, erosion control deposits, and weekly cash drawer deposits.
- Compile and prepare reports, schedules, and documentation including WDNR well testing reports, annual bridge reports, special assessment records, and other operational or regulatory reports.
- Coordinate bridge operations including preparing the annual bridge tender schedule, scheduling staff, and preparing related notices, layoff letters, and training communications.
- Maintain departmental office operations including ordering supplies and providing backup support for Department of Public Works meetings.
- Perform Cemetery timesheet review.
- Manage cemetery records and the CIMS program, including lot and niche sales, quit claim deeds, burials, markers, permissions, contact information, photos.

- Coordinate cemetery services including burials, lot and niche sales, reservations, customer inquiries, genealogy searches, gravesite location assistance.
- Prepare cemetery documentation such as legal descriptions, purchase agreements, niche inscriptions, fee schedules, quit claim deeds, lot sale forms, maps and letters, customer invoicing, reports, and notices to media and public.
- Maintain cemetery rules and historical information for public reference.

OTHER DUTIES

- Other duties as assigned

MINIMUM POSITION QUALIFICATIONS

Education	High School degree or the equivalent combination of experience and training which provides the required knowledge, skills and abilities, as determined by the City.
Experience:	3-5 years of experience in a related field or any combination of education and experience that provides equivalent knowledge, skills and abilities
Certifications/Licenses:	Must possess a valid Wisconsin Driver's License.
Other Requirements:	No other requirements

KNOWLEDGE, SKILLS, & ABILITIES

- Strong organizational, problem-solving, and situational reasoning skills.
- Excellent written and verbal communication and public relations abilities.
- Proficiency with spreadsheets, word processing, email, and web-based applications.
- Ability to learn department software and interpret base maps.
- Ability to interpret policies, ordinances, and regulations and prepare clear reports.
- Strong attention to detail and accuracy, including business math skills.
- Ability to work effectively with the public, staff, and management, including assisting cemetery customers in sensitive situations.

BACKGROUND CHECKS

Condition of Employment

PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing 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 regularly required to sit, stand, walk, and use both hands to handle, touch, grasp, reach with both arms, talk, hear, and see while performing semi-skilled movements such as operation of a computer, keyboard, computer mouse, telephone, and calculator. The employee may be required to climb, balance, stoop, kneel, or crouch. Specific vision abilities required by this job include close and distant vision, peripheral vision, depth perception, and ability to focus.
Physical Effort:	The employee is sometimes required to lift and move up to 50 pounds.

Working Conditions:	The employee is regularly in an office environment with controlled climate conditions.

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.