

ADMINISTRATIVE ASSISTANT

Town of Springerville

Public Works Department

POSITION SUMMARY

This position reports directly to Public Works Director. Responsibilities include a wide variety of clerical duties for the Public Works Department and is responsible for the organization and maintenance of the office. This position is non-exempt under FLSA.

ESSENTIAL FUNCTIONS

- Performs clerical duties including typing, filing and copying.
- Implements and maintains both electronic and physical filing systems.
- Organizes and coordinates various meetings, conferences-making travel arrangements when necessary.
- Manages and disperses incoming and outgoing correspondence including email and postal mail.
- Communicates verbally and in writing with contractors and vendors utilized by the Town.
- Orders and maintains various supplies and equipment for the Department.
- Assists with monthly reading of water meters and reviewing readings to ensure accuracy.
- Manages and schedules of janitorial services completed by inmate crew members at various Town facilities.
- Assists the Public Works Director with various administrative duties as assigned.
- Coordinates with the Public Works employees and other Town employees in providing services and repairs for the community.
- Supervises inmate crew members.

ADDITIONAL FUNCTIONS

- Assists other departments as the need arises.
- Coordinates department activities with other city and county departments.
- Performs other duties as deemed necessary or assigned.

CERTIFICATIONS

- Valid Arizona Driver's License.

POSITION REQUIREMENTS

Experience: Minimum of three years experience in a clerical or secretarial position. Knowledge in areas including general office practices, typing, finances, office organization and other related matters.

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Education: High School Diploma or GED. College credits or technical courses acquired in computer software (i.e. Microsoft Office, Excel), general office financial practices and business are preferred.

Technical Skills: Ability to multi-task and prioritize time effectively. Ability to communicate proficiently both verbally and in writing. Organizational, communication and public relation skills. Filing and organizational skills. Uses and applications of personal computers and various software applications as well as knowledge and use of various office equipment including copiers, fax machines and 10-Key calculators. Must be able to type a minimum of 50-words per minute.

Problem Solving: Moderate level.

Decision Making: Moderate decision making.

Supervision: Supervises inmates.

Financial Accountability: Responsible for ensuring that research is completed in moderate to large size purchases in order that the funds are utilized properly. Responsible for monitoring of department spending through the Purchase Order system and reporting the availability of departmental funds to the Public Works/Community Development Director.

Personal Relations: Requires good written and oral communications skills. Major duty is to communicate with the staff, the community and various vendors and contractors that work with the department on a regular basis.

Working Conditions: Subject to call at any time and must be able to travel in response to departmental needs.

Physical Requirements: Moderate physical activity is required to perform the daily duties of this position. Required to be able to complete moderate physical activity such as being able to drive a vehicle for periods of time, sitting and or standing for extended periods of time. Must also be able to regularly lift and/or move up to 10-50 pounds.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

The Town of Springerville is an Equal Opportunity Employer.
This job description last updated September 2019