

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	PUBLIC WORKS ADMINISTRATIVE SECRETARY	UNION:114
CLASS TITLE:	Administrative Secretary	SG:9
DEPARTMENT:	Public Works – Administration	CS:Y
		FLSA:Y
		EEO4CODE:AS

JOB SUMMARY:

Performs a variety of secretarial and administrative duties to support the Public Works Department's Administration and the Engineering Divisions; provides department-wide support as assigned. Provides direct support to the Public Works Director, the Assistant Public Works Director/City Engineer and Public Works Administration and Engineering Division's senior managers, professional and related technical staff. Work is technical in nature and requires a broad knowledge of City and departmental functions, policies and procedures. Handles a variety of general and confidential inquiries from citizens and employees; assists in coordinating responses. Serves as administrative support for various boards and committees.

SUPERVISORY RELATIONSHIPS:

Reports to the Public Works Administrative Support Supervisor. Receives assignments from and maintains close working relationships with the Public Works Director, Asst. Public Works Director/City Engineer, and Public Works Administration and Engineering Division's senior managers, professional and technical staff. Works independently under general supervision and the guidance of applicable federal, state and local statutes, regulations, City ordinances and codes, and departmental policies.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains Director's and Assistant Director's schedules; coordinates conferences; makes travel arrangements, as required.
2. Coordinates submittal of City Council Agenda Bills and maintains accurate schedule of upcoming City Council items.
3. Organizes and supports the work and processes of the Public Works Administration and Engineering Division's professional, management and technical staff. Independently conducts major clerical projects, including proofreading, editing, and composing spreadsheets, and prepares documents for internal and external web posting. Provides assistance to the public and other employees on technical information based on Public Works policies and procedures.
4. Responds to a variety of inquiries, complaints, and correspondence from the public, other agencies, City staff, and elected officials. Reviews, proofreads and edits documents such as public relations and educational materials, the annual water report, contracts, legal documents and descriptions, grant applications, brochures and correspondence. Composes detailed letters, templates, transmittals and reports independently or from brief direction from professional staff in accordance with established procedures and legal requirements. Assists in updating comprehensive master plans. Reviews all Public Works Administration and Engineering contracts for completeness; using databases, routes contracts for signatures and tracks contracts for final distribution.
5. Serves as clerical and administrative support for various boards and committees. Prepares public notices, agenda and supporting materials; takes and transcribes minutes from shorthand

notes or recorded tapes; prepares and distributes final minutes and reports; maintains files; conducts follow-up assignments as necessary.

6. Provides secretarial and logistical support for job interviews. Provides administrative coordination with ITSD for staff access to City telephone and computer resources. Coordinates office moves in relationship to communication and furniture needs.
7. Schedules appointments for professional, management and technical staff; arranges and coordinates meetings for boards and commissions. Keeps those served informed of itineraries and appointments. Arranges for in-house staff training presented via the Internet (webcasts).
8. Coordinates records management for the Public Works Administration and Engineering Divisions. Includes data entry/retrieval, maintenance of office file systems and forms. Processes project service requests; maintains departmental project index. Oversees retention of department files for projects during the one-year maintenance period, including preparation of records for archives, tracking record locations and eventual transmittal to the repository or Records Center according to Local Government Common Records Retention Schedule. .
9. Develops and maintains computerized recordkeeping systems to log documents: contracts, bonds, latecomers, claims, variances, etc. Uses the Document Tracker database to route documents requiring city-wide approvals/clearances. Maintains a database for tracking actions that are required on a periodic basis such as due dates for regular reports and professional license renewals, etc.
10. Processes division timesheets; receives, reviews, corrects errors and enters timesheets for Public Works Administration and Engineering Division staff.
11. Serves as custodian for several Engineering purchasing cards and is responsible for monthly reconciliations ensuring proper backup, coding and approval. Inventories surplus equipment; is Asset Custodian for theft-sensitive resources and equipment.

ADDITIONAL WORK PERFORMED:

1. Performs back-up job duties for the Education and Communication Coordinator within the scope of the job classification.
2. May assist with departmental budget tracking and compilation of data for various reports.
3. Performs other duties within the scope of the job classification as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Thorough knowledge of secretarial and clerical principles and practices.
- Purpose, practices, and policies of the Public Works Department, including the operational relationships between City departments, other governmental agencies and community groups and agencies.
- Knowledge of parliamentary procedures, rules governing public meetings and public disclosure guidelines.

Skill in:

- Stress tolerance and the ability to handle several tasks simultaneously while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Strong customer service skills to work with a variety of citizens and personnel using tact, courtesy and good judgment.
- Strong skills in organization and planning, problem analysis, decision making, adaptability, and flexibility.
- Strong literacy skills including reading, composition, knowledge of standard and business English usage, punctuation, spelling, grammar, and formatting.
- Use of computerized information systems, word processing, spreadsheet, database, computerized recordkeeping and file management applications including Microsoft Office.
- Transcription of spoken/dictated/taped material and preparation of summary meeting minutes.

Ability to:

- Work independently to carry out the responsibilities of the position.
- Ability and willingness to learn new computer applications.
- Operate a 10-key calculator with accuracy
- Perform as a lead worker and prioritize, delegate and review work assignments of office assistant(s), including ability to give written and oral instructions.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Result Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Move between work sites;
 - Occasionally transport objects up to twenty-five (25) pounds.

WORKING ENVIRONMENT:

Work is performed in a busy office environment and includes a normal range of noise and frequent distractions with very low risks working around standard office equipment. Work involves sitting and working in front of a computer terminal for extended periods of time. Occasional evening work may be required due to attendance at various board and/or committee meetings.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Three (3) years recent administrative experience including public reception in a busy office environment; technical or business school training in office occupations may substitute year-for-year for experience requirement, up to a 2-year maximum.
- Post-secondary vocational or college training preferred.
- Municipal or other government experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required.
- Keyboarding at 60 wpm. NET required.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent on passing a criminal background check.

PREPARED BY: S. Hodges
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6/06

REVIEWED BY: _____
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3/13

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COMMISSION ADOPTION: _____ November 8, 2006