

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: PUBLIC WORKS ADMINISTRATIVE SECRETARY **UNION:114**
CLASS TITLE: Administrative Secretary **SG:9**
DEPARTMENT: Public Works - Natural Resources **CS:Y**
EEO4CODE:AS **FLSA:Y**

JOB SUMMARY:

Performs a variety of secretarial and administrative duties to support the Public Works Department's Natural Resources Division; provides department-wide support as assigned. Provides direct support to the Public Works Assistant Director of Natural Resources and Natural Resources 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 Assistant Public Works Director of Natural Resources and other 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. Organizes and supports the work and processes of the Division's professional, management and technical staff. Recommends, develops and coordinates improvements to forms, procedures and systems to increase the efficiency and effectiveness of the office. Coordinates work on large clerical projects. Produces and maintains Office Procedures Manual; verifies, edits and formats various departmental documents. Assists with departmental response to public disclosure requests. Provides assistance to the public and other employees on technical information based on policies and procedures.
2. Independently prepares reports and agenda bills; reviews, proofreads and edits documents such as public relations and educational materials, contracts, legal documents and descriptions, grant applications, confidential employee evaluations, 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. Responsible for collecting data from a variety of sources and compiling detailed reports on programs and projects. Reviews Public Works contracts for completeness; using database, routes contracts for signatures and tracks contracts for final distribution.
3. Serves as clerical and administrative support for various boards and committees. Prepares public notices, agendas and supporting materials; takes minutes; prepares and distributes final minutes and reports; maintains files; conducts follow-up assignments as necessary.

4. Responsible for administrative tasks involving personnel including payroll changes/appointments and related forms. Provides administrative and logistical support for job interviews. Prepares paperwork for new hires, separations and maintains confidential personnel records. Coordinates with Human Resources to provide new employee orientation and explains City's policies, benefits program, time reporting, pay periods and paydays, general office arrangements and procedures. Maintains system to follow-up on employee status. Provides administrative coordination with ITSD for staff access to City telephone and computer resources. Coordinates office moves in relationship to communication and furniture needs.
5. Schedules appointments for professional, management and technical staff; arranges and coordinates meetings for boards and commissions. Keeps those served informed of itineraries and appointments. Schedules training and makes travel arrangements for staff, to include registrations, out-of-town reservations, transportation and lodging. Prepares and processes travel authorizations, completes travel advance requests and expense reports. Arranges for in-house staff training presented via the Internet (webcasts).
6. Coordinates records management for the Division. Includes data entry/retrieval, maintenance of office file systems and forms. Processes project service requests; maintains division project index. Oversees retention of division files, 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.
7. Develops and maintains computerized recordkeeping systems to log documents: contracts, bonds, latecomers, claims, variances, etc. Maintains a database for tracking actions that are required on a periodic basis: employee, boot allowance, due dates for regular reports and professional license renewals, etc.
8. Assists department in tracking and routing financial information as appropriate, related to departmental grants and loans. Assists in tracking division budget.
9. Inventories, researches and orders office supplies, furniture and equipment for office. Serves as custodian for several 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; coordinates resolution of custodial and building maintenance problems.
10. Assists with office machinery and related questions and problems; provides assistance and instruction, trouble-shoots and coordinates repairs as necessary. Maintains departmental telephone lists, including emergency contact list. Annually verifies departmental entries in the City, SCAN and local telephone directories.

ADDITIONAL WORK PERFORMED:

1. Processes timesheets for the Division.
2. Performs other related duties within the scope of the classification.

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 and Adobe Professional.
- 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.
- Lead worker experience preferred.
- Proficient in the use of computerized information systems: word processing, spreadsheets, computerized record keeping and file management applications including Microsoft Office required; Adobe Professional preferred.
- Keyboarding at 60 wpm. NET required.

PREPARED BY: S. Hodges
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6/06

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COMMISSION ADOPTION: _____ November 8, 2006