



TOWN OF BUENA VISTA
Job Title:
Public Works Administrative Assistant

Department: Public Works	Pay Grade: 3
Reports to: Public Works Director	Wage Range: \$17.38 - \$26.34 per hour
Work Location: Public Works Building	Origination Date: 01/01/2003
FLSA Status: Non-exempt	Revision Date: 07/14/2022
Full Time: 40 hours/week	Approved By: Shawn Williams

JOB SUMMARY

Performs administrative functions in support of the Public Works Department and its personnel. Performs customer service duties including, but not limited to, the receipt and review of permits and answering of department-related questions.

JOB DUTIES

The following statements illustrate the job's essential functions and do not include other nonessential or peripheral duties that may be required. The Town of Buena Vista reserves the right to modify or change the duties or essential and additional functions of the job at any time.

- Performs customer service and reception duties for the department. Provides general information as well as response to specific customer questions requiring additional research. Routes inquiries appropriately for more complex matters and interpretation issues. Takes written messages.
- Assists customers in various permit application processes. Accepts permit applications and reviews them for complete and accurate information. Upon approval of the permit by the Public Works Director, issues the permit to the applicant and other necessary offices.
- Maintains the inventory of office and department supplies and equipment and orders items as necessary.
- Tracks, reviews, and submits expenditures reports. Collects department receipts and completes monthly and annual forms as needed.
- Tracks, reviews, and submits employee timesheets. Prepares and processes other personnel forms.
- Prepares and proofreads standardized documents and forms. Composes original correspondence and written responses upon request and review of other staff members.
- Enters data into computer systems or databases. Proofs data entry and corrects errors. Runs standard and ad hoc reports as required. Prepares routine or frequently required reports including compilation of data, writing of non-technical narrative, and development of report format and presentation.

- Prepares and provides written articles and narratives for newsletters. Prepares bulletins, brochures, publications, and marketing materials for departmental programs.
- Tracks department/division purchases and expenditures and prepares summary reports. Determines and codes account numbers. Prepares and tracks vouchers.
- Maintains office filing systems, files, and records. Assembles requested information upon request.
- Schedules work orders, service calls, and other activities for department employees. Maintains activity and work logs. May dispatch other employees on a regular or emergency basis.
- Provides, upon request, maps for various Town projects utilizing the Geographic Information Systems (GIS) to create, update, and produce the maps.
- Sets dates for and coordinates safety training for all Public Works staff members.
- May be required to perform flagging duties during special projects.
- Coordinates with the Department of Corrections regarding the scheduling and ordering of necessary materials for inmate crews.
- Performs other duties as assigned and required.

SUPERVISORY RESPONSIBILITIES

- None

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Operating routine office equipment including, but not limited to, computers, copiers, multi-line telephone systems, calculators, fax machines.
- Accounting calculations including interest, percentage, decimals, and fractions.
- English language, proper grammar, punctuation, and spelling in other oral and written communication. Current business letter writing techniques and methods.
- Operation of personal computers and related equipment and software including intermediate-level word processing and spreadsheets.

Skills and Ability to:

- Obtain Flagger Certification within 6 months of employment with the Town of Buena Vista.
- Communicate effectively both verbally and in writing
- Perform varied administrative support tasks; determine relative importance of each, set deadlines, and complete projects accordingly.
- Interpret and apply a variety of department policies and procedures.
- Establish and maintain cooperative working relationships with co-workers and others; communicate and deal effectively with the public.
- Perform word processing work at sufficient level of skill to accurately complete a relatively heavy workload in a timely manner.
- Perform data entry and verification work at sufficient level of skill to accurately complete a relatively heavy workload in a timely manner.

- Apply appropriate decision-making within scope of work procedures.

EDUCATION AND EXPERIENCE

- **Education/Training:** High School Diploma or GED, supplemented by a combination of additional secretarial or office administration coursework and/or related administrative or secretarial experience.
- **License or Certificates:** Must possess and maintain Colorado driver's license.
- **Work Experience:** Administrative assistant and/or secretarial experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the functions of the job. Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or paper, and reaching with hands and arms.

- **Environment:** Most duties are performed in an office environment and involve sitting at a computer for extended periods. Some duties will be performed outdoors, including in inclement weather.
- **Physical:** Frequent sitting, standing, step climbing, and walking. Must be able to operate motor vehicles. Employee must be capable of lifting 25 pounds repeatedly. May require climbing, balancing, bending, stooping, kneeling, and/or crouching. Must be able to stand for long periods of time during flagging duties.
- **Vision:** The employee must have good close, distance, and peripheral vision, as well as depth perception and the ability to adjust focus.
- **Hearing:** The employee must be able to talk and hear in order to communicate information and maintain awareness of the environment. Employee must be able to use a telephone.

ACKNOWLEDGEMENT

By signing below, you are acknowledging that you are in receipt of this job description:

Signature

Date

Printed Name