

**CITY OF ANACORTES  
JOB DESCRIPTION**

**JOB TITLE:** Department Secretary II  
**CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Public Works  
**REPORTS TO:** Department Head/Division Manager

**PRINCIPLE PURPOSE OF JOB:** Champion communications, customer service, fiscal accountability, and responsiveness in the Public Works Department. Establish, maintain, and adapt administrative systems to meet the organizational needs of the engineering division. Manage administrative support services, including contract administration, accounts payable, purchasing, cash handling, record keeping, word processing, and communications. Manage the day-to-day administration of an annual budget of approximately \$4-\$10 million. Develop and implement procedures for division records maintenance. Provide customer service and referral. Provide secretarial support services.

**LEVEL OF AUTHORITY:** With general direction from Department Head/Division Manager, manages responsibilities independently according to applicable City and State regulations and generally accepted procedures. Responsible for sound judgement, thoroughness, and competence, where failure to perform effectively and efficiently could have serious impact on municipal operations and public relations.

**WORK ENVIRONMENT:** Work is performed in a fast-paced office setting that is open to the public and includes a customer service center.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide the first response to engineering inquiries from citizens and from other divisions, departments, and public agencies. Refer customers whose inquiries require professional or technical level engineering expertise to the appropriate staff member.
2. Manage and coordinate office procedures. Train, supervise, and evaluate other secretarial or clerical staff, as directed.
3. Administer the small works roster in compliance with State and City regulations. Create and maintain database, meet publication, record keeping and public information requirements.

4. Administer public works contracts in compliance with City, State, and Federal requirements and in coordination with City finance department. Prepare contract documents, schedule bid opening, advertise for bids, distribute plans and specifications, maintain plan holders' list, tabulate bids, obtain Council acceptance of bid, prepare and execute contract documents, maintain project file, process contract payment requests and change orders, obtain Council acceptance of contract completion.
5. Establish and maintain organization of engineering records for capital facilities projects and private developments.
6. Assist in the processing of grant reimbursement applications for County, State, and Federally funded public works projects.
7. Establish and maintain organization of division financial records. Process and track accounts payable totaling approximately \$4-\$10 million annually, including public works contract payments.
8. Assist in the research, development, writing, editing, publishing and future revisions of division policies, procedures, and tasks, following State-approved Peabody format. Maintain Policy/Procedure manual.
9. Assist in the research, development, writing, editing, formatting, publishing and future revisions of brochures to explain department/division services and procedures.
10. Create and maintain electronic file of templates and documents for project administration and management, including contracts, project specifications, bid proposals, bid tabulations, public notices, etc.
11. Assist management and staff in report and document design, format, and composition, and editing.
12. Design, create, and manage division forms for on-line and hard copy use.
13. Process and track engineering review fees and right-of-way permits and fees.
14. Provide secretarial and support services to the City Engineer and Public Works Director. Establish and maintain Microsoft Outlook contact list and calendar. Develop, adapt, and improve office systems, procedures, and work methods.
15. Collect and organize data for projections and preparation of Division budget.
16. Operate and interact as a team member within the division to provide administrative support services.
17. Attend various meetings, as directed, to take, transcribe and distribute minutes.

#### **ADDITIONAL JOB FUNCTIONS**

1. May perform duties of similar complexity in any City department as required or assigned.
2. May occasionally perform portions of the work of higher or lower classified positions as assigned.

## **QUALIFICATIONS AND CAPABILITIES**

1. Must have or be able to quickly acquire thorough knowledge of departmental mission, goals, objectives, services, policies and procedures.
2. Must have associate degree or comparable experience as evidence of a broad education and an ability to deal with varied situations and a diversity of people.
3. Must have a minimum of six years office management or increasingly responsible secretarial/administrative experience, preferably in a public works or engineering environment. Desirable to have previous experience in local government.
4. Must be able to operate a computer. Must be proficient in Microsoft programs including Word, Excel, Access, and Outlook. Must be able to learn other software programs required by the department.
5. Must be able to train assigned staff and to plan, schedule, supervise, and evaluate their work, encourage morale, and motivate performance.
6. Must type a minimum of 60 words per minute with accuracy in a setting with many interruptions and transcribe from dictation equipment, handwritten drafts or verbal dictation.
7. Must be able to demonstrate excellent technical writing skills including audience assessment, document organization, document format, spelling, grammar, punctuation, editing, and proofreading.
8. Must be able to do basic accounting and mathematical computations with a high degree of accuracy, for example to calculate contract payment retainage amounts or assist with budget preparation.
9. Must maintain professional and technical expertise through participation in continuing education.
10. Must possess a valid Washington State driver's license.
11. Must be able to relate well to a diverse array of people.
12. Must have extensive knowledge of general office procedures, and equipment as evidenced by a combination of course work and responsible secretarial experience in a comparable environment.
13. Must have excellent customer service skills as evidenced by experience in a customer-service environment.

### Physical

1. Ability to sit at a work station for extended periods.
2. Ability to stand, work, and drive throughout the day.
3. Ability to occasionally lift parcels weighing up to 25 pounds.

### Other Capabilities

1. Ability to communicate effectively with diverse and sometimes irate individuals and to handle calmly and efficiently situations ranging from routine to emergency.
2. Ability to multi-task and adjust priorities throughout the day in an environment with frequent interruptions.
3. Excellent memory and organizational ability in order to deal with multiple responsibilities and meet deadlines.

### Use of Tools and Equipment

Standard office equipment including personal computer, Microsoft Office Suite, multi-line phone system, two-way radio, fax machine, copier, and dictation equipment.

### **OTHER**

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

**Are you able to perform the essential functions of this job with or without accommodation?**

**Yes**     **No**

**If testing is required, will accommodation be necessary?**

**Yes**     **No**

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**Signature**

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**Date**