



## FIELD ADMINISTRATIVE ASSISTANT

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**Title:** Field Administrative Assistant  
**Dept:** Public Works  
**Compensation:** \$2669 - \$3268, plus benefits  
**Representation:** Non-Uniformed Personnel Union

**Description:** This position, under general supervision, performs the full range of general administrative duties and/or several specialized tasks in support of a department, division, project and/or program. It also receives requests, complaints and inquiries from customers via telephone, in person, or through written correspondence. This position researches records to answer questions, provides information and referrals concerning programs and services, and takes appropriate action to resolve problems. Duties include, but are not limited to, establishing and maintaining logs, files and similar records systems; composing correspondence; checking the work of others for errors or omissions; gathering statistical information to be used for reports; and entering data into computers. Other duties may include, but are not limited to: non-professional engineering support tasks such as drafting or performing computations, and maintaining and updating engineering records; maintaining and updating the inventory system; coordinating vehicle, equipment and/or facility maintenance and repairs.

Assignments reflect increasing variety, complexity, need for research, initiative and judgment to resolve issues and questions. Incumbents perform assigned tasks independently, and may assign and review the work of other employees and volunteers.

A Field Administrative Assistant is expected to understand the work processes, procedures and regulations of the assigned areas; demonstrate a proficient level of expertise in office operations and equipment; use judgment to make decisions about day-to-day issues and activities; interpret and apply policies and procedures to situations; effectively communicate, both orally and in writing; deal tactfully and courteously with customers, both internal and external; and prepare, maintain and process a variety of documents. This position may also perform simple engineering-related support tasks, including elementary drafting, researching and interpreting engineering documents, calculating costs, or performing computations.

**Minimum Qualifications:** An Associates Degree or two years of formal education in business practices or other related field and a minimum of one year of administrative support experience including customer service (or any equivalent combination of education, training, and/or experience).

Knowledge of Microsoft Office products required. Purchasing/warehousing/inventory control experience desired.

**Licensing and Other Requirements:** Current Washington State driver's license.

**Examples of Work:**

- Customer service, to include: greeting visitors; receiving and disseminating all forms of communication; responding to radio inquiries; and notifying the proper divisions of needed services.
- Research; edit and review grant applications, guidelines and policies; collect and update information; prepare reports, correspondence, plans, exhibits, slide shows, work orders and other documents as necessary.
- Assist other staff with computer operations. Develop and implement office procedures.
- Develop and maintain files, logs, computer analysis programs, databases and other tracking/record keeping systems (i.e., substation metering program, sign inventory file, monthly/quarterly/annual water reports). Implement record retention cycles.
- Assist in preparing and monitoring program goals and objectives.
- Perform various other administrative activities such as taking minutes; scheduling meetings and conferences; making travel arrangements; scheduling regular and non-routine services and equipment maintenance.
- Assist in revising maps and drawings, and maintaining the engineering records.
- Assist in the preparation of quantity estimates of materials, equipment, labor and facilities for the preparation of budgets, programs, schedules, partial and final contract payments and other purposes for municipal public works, facilities and utilities projects.
- Assist in promoting, planning, scheduling, and implementing educational and community activities; assist in preparing and conducting regular training meetings.
- Participate in presentations, special projects and assignments as directed.
- Prepare purchase orders; order, track, receive and inventory supplies.
- Drive a pick-up truck or other vehicle to deliver/pick up materials and parts.
- Assist in coordinating and arranging vehicle maintenance and surplus activities.
- Assist in specification preparation for capital purchases and facility improvements.
- May supervise, delegate, explain work instructions, and review the work of volunteers.
- Perform other duties as assigned.

**Work Environment/Physical Demands:** Work may be performed at various locations, however, most work is performed in a field office environment. Field assignments may require exposure to all types of weather conditions, hazardous traffic situations and work in or near construction sites. May be required to sit for extended periods of time.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not discriminate based on disability, race, gender, religion, age or ethnic origin.*

**This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.**

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