

**City of Wenatchee
JOB DESCRIPTION**

Title: **CAPITAL PROJECTS & ADMINISTRATIVE ASSISTANT**

Department: **PUBLIC WORKS / ENGINEERING**

Reports to: **City Engineer**

Classification: **Exempt**

Affiliation: **AFSCME Local 846-W**

Date: **April 2002**

GENERAL POSITION SUMMARY

Provide administrative and clerical support to the City Engineer regarding capital projects and other daily operations of the Engineering Division.

ESSENTIAL JOB FUNCTIONS

- Organize and maintain capital improvement project files. Create, format and maintain word processing documents and spreadsheets, including call for bids, legal advertisements, City Council agenda reports, and other contract documents.
- Process contract progress payments, change orders and purchase orders in accordance with required procedures and schedules.
- Complete and process reimbursement documents for state, federal or other agency funding.
- Coordinate with other agencies or consultant staff regarding payments, expenditures and reimbursements and retainage.
- Maintain detailed ledgers of expenses for right of way, legal consultation, contractor payments, consultant payments.
- Maintain project cost accounting for the Engineering Division, including spreadsheets of capital projects, summaries and reporting documents for Finance Department use.
- Process payroll records for the Engineering Division and Street Division.
- Organize and maintain corespondence files for the City Engineer.
- Organize and schedule preconstruction conferences and other meetings.

OTHER FUNCTIONS

Assist other Public Works Divisions with project related issues and perform other duties as needed and directed by the City Engineer.

SUPERVISORY RESPONSIBILITY

Not a supervisory position. May provide oversight and training to temporary, seasonal, and new employees regarding Engineering Division procedures.

INTERPERSONAL CONTACTS

Daily contact with the City Engineer, Engineering Division staff, other Public Works staff, and a variety of agencies and customers. Regular face to face contact, telephone conversations and email coorespondence.

PHYSICAL AND MENTAL CAPABILITIES

The person holding this position shall have the following abilities, knowledge and experience:

- Perform a variety of administrative and clerical work of moderate complexity, requiring independent action and full knowledge of Department and Division procedures.
- Substantial knowledge of word processing and spreadsheet creation and maintenance.
- Ability to sit for extended periods of time and intermittently able to move, stand, kneel down, stoop, bend at the waist, twist at the waist, walk, and drive a passenger car.
- Ability to speak and exchange information.
- Ability to see, including close vision.
- Conduct necessary research and compile reports.
- Ability to establish and maintain effective working relationships and a positive employer image with co-workers and the general public.
- Communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials, and the general public.

JOB CONDITIONS

The work is typically performed in an office environment, with occasional trips to other city offices, other agency offices, and training or work related meetings and seminars. Work is generally performed during an eight hour per day, forty hour per week standard work shift, although occasional conditions may require more than a standard work shift. The work place poses a quiet to moderately noisy environment.

EDUCATION AND/OR EXPERIENCE

- High School Diploma and supplemental training in secretarial skills, accounting, and contemporary software related to word processing and spreadsheet creation and maintenance. Demonstrated ability of general office and organizational skills.
- Experience may be substituted for educational requirements;

The duties listed above are intended as illustrations of the types of work that may be performed. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.