

**CITY OF WENATCHEE
JOB DESCRIPTION**

Title: Co Administrative Assistant to Water Resource Manager

Department:: Public Works

Reports to: Public Works Co-Director: Water Resource Manager

Classification: Exempt

Affiliation: Management / Administration Date: May 2002

GENERAL POSITION SUMMARY

This position reports directly to the Water Resource Manager and provides administrative and clerical support to the Water Resource Division of Public Works and assists other Co-Directors as needed. Generally, support is provided in all areas of planning and scheduling the overall daily operations of the Water Resource Division and assistance in long term planning and management of the utility such as budget preparation and budget monitoring and assistance with document preparation. At this time this position will also serve as Public Works reception and be the primary public telephone contact.

Because this position functions as a member of a management team it will also provide back-up support to the Engineering and City Services Divisions of Public Works as needed in times of absence of the other Co-Administrative Assistant and any other circumstances that require additional assistance be provided to other divisions.

ESSENTIAL JOB FUNCTIONS

- Organize and maintain files, records and reports. Create, format and maintain word processing documents and spreadsheets, including SOQs, legal advertisements, City Council agenda reports, and all other documentation for the Water Resource Division.
- Public Works Reception mainly functioning as primary phone contact and greet walk in customers and direct them to the appropriate contacts.
- Process project and contract payments, change orders and purchase orders in accordance with required procedures and schedules.
- Provides support to the City Services Co-Director (Street, Fleet, Facilities, Parks and Cemetery O/M) as needed.
- Coordinates with other divisions in Public Works, state, federal and other local agencies, outside consultant groups and other City Departments.
- Maintains project and cost accounting for the Water Resource Division, including spreadsheets of capital projects, division billings, Regional Water System cost accounting and billings, summaries and reporting documents for Finance Department use such as Water Resource Inventory and work orders.
- Process payroll records for the Water Resource Division.
- Maintains inventory accounting for the Water Resource Division.
- Organize and maintain files for the Water Resource Manager.
- Organize and schedule meetings, conferences and other division related gatherings.

OTHER FUNCTIONS

Assist other Public Works Divisions and performs other duties as needed and directed by the Water Resource Manager.

SUPERVISORY RESPONSIBILITY

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

INTERPERSONAL CONTACTS

There should be daily contact with the Water Resource Manager, Water Resource staff, other Public Works staff, and a variety of agencies and customers. Regular face-to-face contact, telephone conversations and email correspondence.

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, write concise notes, memos, letters and exchange information in a variety of mediums.
- Good vision especially for close and moderately close office tasks.
- Conduct necessary research and compile data and write reports, letters and other documents from the data collected.
- Ability to organize written and electronic files for records keeping and future references.
- 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.
- Ability and knowledge to operate a variety of office equipment including but not limited to phones, copiers, FAX machines and PC.

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.