CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

PUBLIC WORKS ADMINISTRATIVE ASSISTANT 2101

GENERAL PURPOSE:
Performs administrative and office management work in support of Public Works and Planning operations, functions and programs. Serves as administrative assistant to the Public Works and Planning Directors.

CLASSIFICATION SUMMARY:
The primary function of an employee in this class is to provide administrative support for department functions. As such, the incumbent often serves as the central communication link between the Public Works office, the Planning Department office, City Administration and the various divisions of public works. The incumbent is required to make discretionary decisions in all assigned areas, often initiating reviews of existing administrative procedures such as fiscal, equipment purchase, and staff communication and makes or recommends improvements. The position of this class performs confidential duties for all department functions. Supervision is exercised over the work of other office staff. The Administrative Assistant reports to the Public Works Director and the Planning Director. Once initial orientation is completed, the incumbent is expected to perform independently in all assigned areas. Assignments outside of the normal work routine are usually in the form of an outline of what is required or a statement of the end result expected with the incumbent expected to plan and carry out assignments independently.

ILLUSTRATIVE EXAMPLE OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Relieves the Directors of administrative details such as gathering data and preparing reports; generates and maintains budget records and reports; reviews existing administrative procedures in the area of assignment and initiates or recommends improvements; writes drafts of policies and procedures for review by the Directors or other administrative staff.

Serves as confidential secretary; takes and transcribes minutes at meetings; follows-up on staff or committee recommendations as assigned and prepares proper reports; composes letters and memoranda; writes office procedures; drafts policies for consideration.

Maintains payroll records and prepares reports; gathers information and prepares drafts of annual budgets; prepares monthly financial reports; prepares bills for payment; maintains monthly budget records and reconciles records with printouts received from the Finance Department; processes purchase orders.

Answers telephone to provide information about department programs, activities or events; screens calls and determines proper referral; prepares response letter for the Directors and other department personnel; prepares letters in response to public complaints; maintains department calendar and schedules appointments.

Serves as liaison with Human Resource Director on personnel matters.

Plans, schedules, assigns, directs and evaluates the activities of other office staff.

Establishes and maintains all administrative files for the department; types and edits master documents; photocopies using multi-task copier; binds contracts for sale/issuance; blueprints associated plans; distributes to agencies and contractors.

Provides customer service on the phone and in person; retrieves maps and requested information; makes and sells photocopies; issues permits; calculates fees; assembles information notebooks, binders and other materials.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs a variety of department tasks for smooth operation of the department including filling in for support services when needed.

Performs other tasks as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Secretarial practices including typing and transcription, general office procedures and business accounting;
- General procedures relating to the gathering and analysis of data and the preparation of reports;
- The operation of microcomputers and skill in the use of word processing, spreadsheet, database, and other software as required by the position;
- The organization, functions, and activities of local government and the department;
- The correct use of English grammar.

Ability to:
- Relieve a professional of administrative details with a minimum of supervision;
- Deal with the public and high level public and private officials in a tactful, pleasant, courteous, and diplomatic manner and to maintain confidentiality of information;
- Track and monitor financial and other accounting records;
- Supervise the work of others;
- Record and maintain confidential information;
- Express ideas clearly and concisely in writing and orally;
- Take and transcribe clear and concise minutes of meetings;
- Utilize a variety of computer software programs and equipment to perform duties;
- Respond to the public over the phone or in person in a tactful, pleasant, and courteous manner;
- Gather and analyze data and prepare reports;
- Establish and maintain effective working relationships with other employees, public and private officials, the Director, vendors, and the public;

- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years of executive level secretarial or administrative experience; or substituting course work or training in administrative secretarial or supervisory practices for up to six months of the experience; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:
Personal computer, typewriter, copy machine, telephone, fax machine, scanner, transcriber, laminator, label maker, 10-key calculator.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to lift office supplies and other materials.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Non-Exempt
Adopted: 1/83 Revised: 9/91, 5/94, 6/99, 12/01