



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>ADMINISTRATIVE ASSISTANT</b>		
Department:	Public Works, Streets and Sanitation		
Supervisor:	Public Works Supervision Structure		
Date:	February 2012	Position No.	PW/12
FLSA Status:	Non-Exempt	Random Substance Testing:	N

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## **Job Summary:**

This position is responsible for providing administrative support to the Public Works Department.

## **Job Scope:**

The purpose of this position is to provide administrative support to the Public Works Department. Successful performance helps ensure the efficient operation of the department and well-maintained streets and roadways.

## **Essential Duties and Responsibilities:**

### **Sanitation Department**

1. Coordinates the sanitation assessment program: maps city streets into sections; determines type of assessment; develops methods for collecting and entering data; prepares reports from assessed information for budgeting purposes; determines best management practice for sanitation.
2. Assist with Special Projects – Director of Public Works.
3. Prepare bids for equipment that might be needed; garbage trucks, dumpsters, trucks, etc.
4. GPS tracking system. Review tracks of garbage trucks, make global tracking system reports.
5. Operates the Iworqs program and QAlerts.
6. Call in locates for various departments; sewer, streets
7. Records solid waste billings for the Finance Department.
8. Manages office.

9. Records fuel consumption data and compiles monthly fuel usage reports for Finance Department. Download fuel daily, fuel master, manager plus all departments, OATS, TC, Sedalia School District.
10. Compiles solid waste and recycling data from landfill tickets and invoices.
11. Maintains office equipment and supply manager, gloves, safety supplies for both street and sanitation department. Janitorial supplies

### **Street Department**

1. Performs administrative support duties; drafts letters and correspondence; prepares reports, minutes, newsletters and calendars; proofreads documents; answers phones; coordinates travel, conference and meeting arrangements; opens and distributes mail.
2. Receives and logs citizen complaints; directs complaints to personnel for resolution.
3. Assists with special projects as requested. i.e., FEMA and Safe Route to Schools.
4. Manages Qalert Program.
5. Prepares MS4 Plan for Sanitation and Street Departments.
6. Coordinates the street assessment program: maps city streets into sections; determines type of assessment; develops methods for collecting and entering data; prepares reports from assessed information for budgeting purposes; determines best management practice for street repair.
7. Administers the traffic count program; downloads data from counter to computer and compiles reports for speed, vehicle classification, and volume.
8. Researches grant opportunities and prepares grant applications; prepares budgets and administers grant funds.
9. Budget preparation for Vehicle Maintenance and Street Department.
10. Creates and maintains effective relations with employees and customers.
11. Prepares bid specifications for major equipment purchases with Streets.
12. Maintains office equipment.

COMBINED POSITIONS:

1. Maintains department databases; develops system for producing weekly, monthly, and annual reports.
2. Calculates hours worked and completes payroll time sheets for department personnel; determines which employees receive night shift differential pay increase; maintains employee time and leave records. Streets and Sanitation
3. Develops, maintains, and updates databases for sanitation management activities, including sweeping, street cuts, and catch basin cleaning; prepares routes; compiles weekly, monthly, and annual reports, water cuts
4. Operates Iworqs program and QAlerts.
5. Call in locates for various departments; sewer, streets
6. Documents daily activities of department personnel; submits weekly reports to supervisory for review; compiles monthly and annual activity reports.
7. Troubleshoots minor computer problems; requests technical support as needed.
8. Dispatches personnel to work sites; maintains radio contact with personnel in the field.
9. Processes purchase orders and accounts payable; ensures that invoices are properly coded; establishes reason for purchase; enters data to computer.
10. Prepares bid proposals for items in excess of \$500.
11. Types correspondence, forms, and reports.
12. Answers department telephone; provides information and directs calls.
13. Coordinates the city's "one call" program for line locate requests necessary before digging; utilizes the Internet to update information.
14. Serves on various city-wide committees.
15. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. High School diploma or GED
2. Prefer Associates Degree in secretarial science, business or related field
3. 2 years experience in office environments or other administrative work
4. Knowledge of municipal government practices preferred
5. Proficient with all products in the Microsoft Office suite
6. Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of city and department policies and procedures.
2. Knowledge of the functions and responsibilities of Public Works divisions.
3. Knowledge of grant procedures and requirements.
4. Knowledge of basic accounting practices.
5. Knowledge of office administration practices and procedures.
6. Skill in creating and maintaining charts, graphs, spreadsheets, databases, records, and reports.
7. Skill in entering data accurately.
8. Skill in using a computer and standard office equipment.
9. Skill in oral and written communication.

**Guidelines:**

1. City and department policies and procedures,
2. Guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of related administrative and clerical duties. Coordinating work with other departments contributes to the complexity of the work.

**Principal Working Relationships:**

1. Co-workers, other city employees.
2. State and county officials and employees, and general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, resolve problems, motivate or influence persons, and clarify, justify, defend, negotiate, or settle matters.

**Supervisory and Management Responsibility:**

None.

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings may be required.