



POSITION VACANCY NOTICE

City of Ketchikan

August 17, 2022

TITLE: ADMINISTRATIVE ASSISTANT			
DEPARTMENT:	PUBLIC WORKS	DIVISION:	ADMINISTRATION
STATUS:	Regular Full-time	HOURS/DAYS:	Monday – Friday 8:00 AM – 5:00 PM
GRADE / STEP:	847 A-U	DUTIES:	See attached job description
HOURLY WAGE:	\$22.26-\$29.97/ Hour	UNION STATUS:	NO

SPECIAL REQUIREMENTS:

Four years of increasingly responsible office administrative experience. Experience in a municipal government is highly desirable. Supplemental specialized or college level course work in business administration, office management, science, or a related field is highly desirable.

For further questions regarding position requirements contact below:

Department Representative:	Mark Hilson @ 228-4738
Human Resources Representative:	Marie Miller @ 228-5623

ADVERTISING REQUIREMENTS

Position is Open Until Filled

PUBLICATIONS: Ketchikan Daily News; Job Service; City Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT
www.ktn-ak.us/jobs

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

ADMINISTRATIVE ASSISTANT – PUBLIC WORKS

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of the Public Works Department with only occasional instruction or assistance; exercising judgment and initiative, relieves assigned staff of clearly defined and delegated administrative or technical detail including the administration of assigned programs and operations; and assists management staff with special programs, projects, and research.

The Administrative Assistant classification is distinguished from the Administrative Secretary class in that incumbents in the Administrative Assistant class perform more difficult and complex administrative support tasks involving a thorough knowledge of the policies and procedures for their functional areas with a significant degree of independent judgment. Incumbents in the Administrative Assistant class are assigned significant responsibility for carrying out administrative and office secretarial duties, frequently of a complex, highly sensitive, and confidential nature in an assigned functional area, often in a rapidly changing environment. Incumbents may also supervise a small number of staff and perform technical duties in support of assigned operations.

The Public Works Department provides a variety of services to support the operation and maintenance of a variety of public facilities including streets, bridges, waste water systems, cemetery, and sanitary landfill as well as the design and construction management of City capital improvement projects. The Administrative Assistant - Public Works contributes to Departmental operations by performing secretarial and administrative duties in support of the Public Works Department. The Administrative Assistant - Public Works must perform these duties in a manner that reflects positively on the City and the Department. He/she is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Performs a wide variety of varied, complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions in support of the Public Works Department with only occasional instruction or assistance; relieves supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.
2. Plans and organizes work activities; recommends improvements in work flow, procedures, and use of equipment and forms; implements improvements as approved; develops and revises office forms and report formats as required; organizes and maintains filing systems.
3. Assists in assembling and preparing the annual budget for assigned area; monitors expenditures against budget; prepares purchase requisitions and requests for payment.
4. Performs a variety of duties involved in processing purchase orders for the Public Works Department; prepares, collects information, tracks, and processes purchase orders; processes pay requests and invoices; coordinates with the Finance Department in resolving issues and questions including those related to pay requests, budget transfers, purchase orders, and other budget problems.
5. Serves as account coordinator for the Public Works Department; assists with the development and monitoring of multiple division budgets including budget transfers, expenditure monitoring, and encumbering funds.

6. Prepares and dispatches work orders to the streets and building maintenance divisions.
7. Oversees the custodial services provided by staff at the KPU Administration Building; receives and processes complaints; communicates necessary corrective action to contractor.
8. Drafts and/or types, word processes, formats, edits, revises, and prints a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
9. Proofreads, verifies, and reviews materials, applications, records, and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensures materials, reports, and packets for signature are accurate and complete.
10. Serves as liaison between assigned office and the general public, City staff, and outside groups and agencies; provides general and specialized information and assistance regarding assigned function that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explains programs, policies, and activities related to specific program area of assignment; receives and screens office and telephone callers; calendars appointments; responds to complaints and requests for information relating to assigned responsibilities; refers callers and/or complaints to appropriate City staff for further assistance as needed and/or takes or recommends actions to resolve the complaint.
11. Develops, revises, and maintains standardized and master documents; composes correspondence, reports and informational materials; assists in designing and producing technical information handouts; copies, disseminates, and posts documents and information as appropriate.
12. Participates in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned programs; participates in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
13. Maintains accurate and up-to-date office files, records, and logs for assigned areas; develops, prepares, and monitors various logs, accounts, and files for current and accurate information including manual and computer logs other specialized or technical documents processed; maintains and processes payroll records.
14. Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents; creates and maintains computer based tracking information and reports including assigned databases, records, and lists; creates standard statistical spreadsheets; inputs corrections and updates; assists in the compilation of reports.
15. Utilizes various computer applications and software packages; develops, enters data, maintains, and generates reports from a database or network system; creates and administers mailing lists; designs, maintains, and utilizes data to develop reports using spreadsheet software; creates, formats, and revises charts, graphs, flowcharts, worksheets, booklets, brochures, and forms using word processing software.
16. Attends to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organizes and maintains office and specialized files in accordance with the City's records management program.
17. Maintains calendar of activities, meetings, and various events for assigned staff; coordinates activities and meetings with other City departments, the public, and outside agencies; coordinates and arranges special events as assigned; schedules meetings; coordinates arrangements and sets up meeting rooms; notifies participants; prepares and/or assembles meeting materials.
18. Coordinates, makes, processes, and confirms staff travel arrangements; arranges for transportation and accommodations for travel, checks and processes expense claims.
19. Prepares special reports and performs special projects that may require researching, gathering, and organizing information from a variety of sources.
20. As assigned, arranges and coordinates meetings for assigned commission, board, agency, and/or other groups; drafts and finalizes agendas, minutes, and correspondence; coordinates assembly and distribution of agenda packets; prepares legal notices for publication and mailing; attends meetings and takes, transcribes, and assures proper distribution and filing of minutes, resolutions, and ordinances.
21. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic functions of public agencies including the role of an elected Council and appointed boards and commissions.
Organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
Basic principles and practices of supervision and training.
Office procedures, methods, and equipment including computers.
Computer applications such as word processing, spreadsheets, and databases.
Principles and practices of fiscal, statistical, and administrative research and report preparation.
Principles and practices of sound business communication.
Principles of business letter writing and report preparation.
Basic principles and practices of budget preparation and administration.
Records management principles and procedures including record keeping and filing principles and practices.
Methods and techniques of proper phone etiquette.
Mathematical principles.
English usage, spelling, grammar, and punctuation.
Customer service and public relations methods and techniques.

Ability to:

Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Understand the organization and operation of the Public Works Department as necessary to assume assigned responsibilities.
Understand, interpret, and apply general and specific administrative and Public Works Department policies and procedures.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Learn and effectively utilize various software applications.
Learn and apply new information and skills.
Type or enter data at a speed necessary for successful job performance.
Participate in researching, compiling, analyzing, and interpreting data.
Prepare clear, accurate and concise records and reports.
Establish, organize, and maintain a variety of specialized files and records.
Independently prepare correspondence and memoranda.
Perform mathematical calculations.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Plan and organize work to meet changing priorities and deadlines.
Understand and carry out oral and written directions.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is highly desirable.

Experience:

Four years of increasingly responsible office administrative and secretarial experience. Experience in a municipal government is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 8-47

Union: No

FLSA: Non-Exempt

Date Created: June, 2007 (*Johnson & Associates*)

Date Amended: August 2019

Human Resources Manager Approval

City Manager Approval