



# ADMINISTRATIVE ASSISTANT III (PUBLIC WORKS)

## JOB DESCRIPTION

<b>Department:</b> Public Works	<b>Division:</b> Administrative
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Public Works Director, Assistant to the Director of Public Works	<b>Union:</b> Non-Union

## JOB SUMMARY

~~Under general supervision, the Public Works Administrative Assistants are responsible for performing a wide variety of professional~~ Performs routine administrative duties ~~in support for management and supervisory personnel of the Administration Division, Arbor Division, Engineering Division, Environmental Sustainability Division, Equipment Services Division, and Operations Division~~ of the ~~activities and services of the~~ Public Works Department ~~which includes tasks such as:~~ creating and maintaining filing systems; receiving telephone calls and visitors in the office; taking and transcribing minutes and correspondence; and logging, compiling, and reporting data. Provide clerical support for all Public Works personnel.

## ESSENTIAL FUNCTIONS

- ~~Opens~~Retrieves, opens, sorts, and distributes postal and departmental mail ~~in appropriate mail boxes;~~
- ~~Greets and triages visitors; answers incoming~~Operates phone calls, takes system with approximately 40 stations.
- ~~Writes or transfers to voice mail telephone~~ messages, ~~directs and transfers calls as appropriate; screens for Public Works Department;~~
- ~~Receives~~ and responds to telephone and visitor inquiries and ~~other requests for information~~concerns or refers as appropriate.
- Creates and maintains multiple departmental filing ~~system (i.e. systems, including Engineering Projects Files, Correspondence Files, Personnel Files, Budget Files, various subject matter files);~~ correspondence files, personnel files immunization files, budget files, purchase order files, Engineering Permit files, bonding and insurance files, and NIMS Certification files.

- Schedules and arranges meetings and appointments for various Departmental personnel.
- Composes, types, and edits ~~and types~~ correspondence, ~~memos~~, reports, directives contract bid specifications, memoranda, and other documents for ~~Department~~ various departmental personnel using a typewriter or computer.
- Takes and transcribes minutes of various commission and committee meetings (i.e. including Traffic Commission, Tree Commission, Safety Committee, Labor /Management Committee, Bicycle Pedestrian Advisor Commission, etc.); Advisory Committee, Green Team, and Sustainability Advisory Commission; ensures adherence to OMA meeting standards; arranges special meetings; disseminates meeting notices and agendas via fax, email, and web; provides general clerical support for staff and members.
- ~~Maintains~~ Creates, maintains, and updates ~~computer~~ electronic files (~~and departmental databases (e. Backg., back-up~~ Correspondence, Bids, Ordinances ~~correspondence, bids, Request for Proposals, ordinances, Snow Manual, etc.);~~
- Collects Employee Reports of Vehicle/Equipment/Property ~~damage~~ Damage, Employee Incident Reports, and Employee Injury ~~reports~~ Reports from Public Works managerial personnel and distributes to appropriate City personnel and Public Works Safety Committee for review;
- ~~Orders office supplies and maintains~~ Manages inventory of office supplies for the Public Works Department;
- Manages department records retention and destruction; obtains permission from Secretary of State to destroy records;
- Receives and transmits two-way radio calls for the Public Works Department;
- Uses various computer software programs such as word processing, spreadsheet, desktop publishing and design, and data base management;
- Reconciles and replenishes departmental ~~stamp fund and~~ petty cash fund;
- Updates and distributes Policy and Procedures Manual;
- ~~Copies all letters for mass mailing, personnel files, Freedom of Information Act requests, and other documents as needed within the scope and function of the office;~~
- Compiles and maintains for distribution ~~a Public Works Information Packet (the New Employee Information Packet)~~, employee rosters, emergency information cards and other departmental documents for distribution to ~~Public Works~~ public works employees;
- ~~Attends~~ Oversees distribution of bid documents to bidders; coordinates advertisement of bid documents; schedules and attends bid opening to record bids and attendants; circulates disseminates bid opening information to ~~appropriate City staff;~~
- ~~Processes interdepartmental~~ contractors and ~~U.S. mail at Public Works Building and at City Building;~~ vendors;

- Processes application ~~/ and~~ permit fees such as Right-of-Way Applications, Bid Specifications ~~Fee Fees~~, House Move Applications, Temporary Parking Permits, ~~Special Event Permits, Erosion Control Permits, and Landscape Permits~~, etc.;
- Maintains ~~and enters~~ work order ~~programs database information~~ for Operations, ~~Engineering~~ and Fleet Divisions, ~~includes inputting work orders and database management information, generating; generates job code and employee~~ activity reports, ~~material usage reports~~, billing statements ~~and other reports as requested monthly, quarterly, annually, or upon request~~;
- ~~Processes and Collects, analyzes, enters, reconciles departmental and batches payment information from several hundred vendors and processes purchase orders on computer and notifies appropriate manager regarding deficiencies.~~
- ~~Performs Conference Room scheduling, which involves reviewing conference room requests for availability, electronically scheduling conference rooms and assisting for department with resolving conflicts. an annual operating budget of approximately \$15 million;~~
- Other duties as assigned.
- ~~Collects, enters, and processes department payroll information, including entering and recording employee leave requests, overtime, and comp time accrual; updates AFSCME overtime roster; prints and distributes employee timesheets, processes bi-weekly payroll for over 80 employees;~~
- ~~Makes travel and accommodation arrangements for various department personnel;~~
- ~~Creates and disseminates department press releases via email, fax, and web.~~

## JOB REQUIREMENTS

### GENERAL

- ~~Must be bondable.~~

### KNOWLEDGE & EXPERIENCE

- Knowledge and abilities typically acquired through graduation from high school or equivalent, supplemented by ~~at least 24 hours of post-secondary additional~~ course work in office practices and procedures, and two (2) years' work experience in a standard office setting
- ~~Knowledge~~ Advanced knowledge of business English, punctuation, spelling, grammar, and business math;
- Knowledge of office practices and procedures and operation of standard office equipment, including a personal computer, voice mail, fax machine, copy machine, etc.;

### ABILITY TO

- Organize and prioritize information and tasks;

- ~~Communicate clearly and effectively, both verbally and in writing;~~
- ~~Provide excellent customer service;~~
- Learn new computer software ~~programs~~ including ~~Word, Excel, Access, and Microsoft Windows Office and Adobe desktop publishing programs~~;
- ~~Learn Department procedures, policies, activities and services.~~
- Read and interpret a map;
- ~~Interpret and apply administrative and departmental policies and procedures.~~
- Develop and maintain a complex filing system;
- Type at the rate of sixty (60) words per minute on a standard typewriter or personal computer keyboard;
- ~~Establish and maintain cooperative working relationships with those contacted in the course of work.~~
- ~~Understand the organization and operations of the Public Works Department, the City of Urbana and of outside agencies as necessary to assume assigned responsibilities.~~
- ~~Work under pressure during peak workload periods~~
- Accurately and efficiently transcribe from a ~~dictaphone or comparable~~ voice recording device;
- Stenographic ability may be required at the discretion of the Department or Division Head;
- Work with confidential information.;
- ~~Respond under emergency conditions.~~
- Provide courteous and efficient customer service

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess and maintain a current State of Illinois driver's license or obtain one within ~~15 working days from the first date of employment. Must maintain a safe driving record~~ 15 days after hire.
- Must maintain FOIA and OMA designee certification (?).
- Designation as Notary Public is desirable.

RESPONSIBLE FOR:

- Reception and referral as appropriate for persons contacting the Public Works Department by phone or by visiting the office;
- Departmental filing systems;
- Office supply, stamp inventory, or petty cash fund, as assigned;

CONTACTS: INTERNAL/EXTERNAL

- Daily telephone contact with the general public and contact with visitors of the Public Works Building;
- Regular contact with governmental offices, contractors, business owners, Council members, and Commission and board members.

WORK ENVIRONMENT

- ~~Standard office setting. The work requires sitting and/or standing for prolonged periods of time, walking and frequent interaction with others, both in person and on the phone.~~
- ~~May require occasional evening hours to attend board/commission meetings.~~
- Standard office setting.

The work environment characteristics described herein 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.

The physical demands described 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 functions.

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.

Prepared By: Elizabeth Borman  
*Signature* *Date*

Approved By: \_\_\_\_\_  
*Human Resources Manager* *Date*

Approved By: \_\_\_\_\_  
*Department Head* *Date*

*This job description was approved by the Urbana Civil Service Commission in April 2007.*

**Class Specification History**

Administrative Assistant I (PW)

City of Urbana

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*For HR/Finance Use*

<b>Title Code</b> 024	<b>Pay Grade</b> 26
<b>EEO Category</b> 6- Administrative Support	