

CITY of AZTEC JOB DESCRIPTION

Job Title: Administrative Assistant
Department: Public Works
Shift: Regular, 40 hrs per week (Mon-Thurs 4'10 workweek)
Pay Plan: Grd 15.2 - \$16.19/HR
Exempt: No
Reports To: Public Works Director
General Direction From: Public Works Director

Position Closes: **Position Open Until Filled**
Must complete NM Workforce assessment (contact NM Workforce, 600 W Arrington Farmington (505)327-6126 for more information)

PURPOSE & NATURE OF JOB

Performs a variety of routine and complex clerical and administrative work for the Public Works Department. May be asked to assist General Service Director as needed.

ESSENTIAL DUTIES

Performs routine clerical and complex clerical, secretarial and administrative work such as;

- Answering and routing phone calls;
- Schedules appointments for public works director;
- Preparing a variety of studies, reports and related information for decision making purposes; conducting research and analysis for the purpose of making recommendations regarding proposals for programs, grants, services, budget, equipment, etc.
- Assisting with the development of notices, flyers, brochures, newsletters, media releases, news articles and other informational materials about services;
- Under the direction of the public works director prepare grant proposals;
- Receiving the public and vendors;
- Providing customer assistance;
- Processing invoices;
- Collecting data and maintaining spreadsheets;
- Utilizing radio communication to dispatch work crews;
- Notify crews of water breaks, sewer stoppages, pot holes, ditch floods, and other public works emergencies etc.;
- Enters work orders and distribute work orders;
- Assist director in developing budgets;
- Performing record maintenance of all departmental expenditures;
- Performs budget transfers;

- Coordinating travel and function registration for director and staff;
- Complete time sheet entries for staff per daily reports;
- Work closely with finance to maintain cost hours for capital projects;
- Processing and tracking of purchase requisitions;
- Contacting vendors for price quotes and to place approved orders;
- Receiving, stamping and distributes incoming mail and processes all outgoing mail.
- working closely with finance department on documenting material expenditures and labor for capital projects;
- Distributing small purchase orders (SPOs) to crew;
- Performing purchasing for water distribution; sewer collection; streets; irrigation; gas tax; infrastructure and capital projects.

RESPONSIBILITIES

Supervision:	n/a
Public Contact:	Contacts with public regarding routine administrative or technical matters.
Budget:	Secondary responsibility to implement and monitor multiple budgets.
Other:	Distributing and sending mail, and accurately writing, editing and typing various correspondence, reports and memos. Maintains inventories and orders office supplies and materials.

GENERAL INFORMATION

The duties/responsibilities listed 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.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
- Must have a valid driver's license.
- May be subject to random drug/alcohol testing as per city policy.

Education:	High School Diploma or G.E.D. Business School or Associates Degree in related field OR
Experience:	Three (3) years increasingly responsible related experience required.
Knowledge:	Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of mail and database programs; copy machine, fax machine; calculator.
Certificates/Licenses:	N/a

Recertification: N/a
Use of Tools and/or Equipment: General office equipment: computer, fax, telephone, radio, copier, 10-key

WORK ENVIRONMENT

Physical Demands: Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit and talk or hear. Occasional standing for short periods of time. The employee must occasionally lift and/or move up to 30 pounds.

Hazards: No observable hazards or threat to health or safety. Adequate working conditions.

Exposures: Minimal.