

PUBLIC WORKS ASSISTANT

DEFINITION:

Provides general administrative support for the Public Works Director; performs a variety of administrative tasks involving the department's operations, and personnel; as well as, purchasing and/or warehouse work.

Positions of this class are responsible for assisting the Public Works Director with the ordering, receiving, issuing and inventory control of office, maintenance, electrical and other supplies. A position of this class can be assigned warehousing duties or buying duties or any combination of warehousing or buying duties; responsible for public works payroll, including payroll change forms, and record keeping; maintains a wide variety of personnel and operational records; maintains construction grant records; provides information to the public and contractors regarding public works activities; assists in coordinating special activities for the Public Works Department; works with outside agencies and other departments to develop procedures; provides personnel services support to other Public Works divisions.

ILLUSTRATIVE EXAMPLES OF WORK

{Employees of this classification must be able to perform the following. Physical and mental tasks related to these functions will be required. The following examples do not contain every task that could be reasonable assigned. The absence of a specific task here does not imply the task cannot be assigned if related to the nature of work, a logical assignment, or a business necessity.}

- Receives parts and supplies, and posts invoices; maintains perpetual inventory records; operates calculator to maintain accurate records; examines materials received for compliance with specifications and quantities.
- Stores and issues parts and supplies for a variety of equipment; notifies supervisor when supplies reach the reorder point; performs periodic inventory reviews; prepares inventory reports.
- Reviews purchase orders for completeness and accuracy of information; calls vendors to obtain price quotes and order supplies; types and processes purchase orders.
- Prepares and maintains necessary records and reports.
- In the absence of the Public Works Director, supervises and directs the day-to-day operations within the main delegated area of responsibility.
- Plans, organizes, and performs activities related to the administration of the City's Public Works Department; serves as administrative assistant to the Public Works Director, prepares payroll and various other reports for Public Works Department, for the Mayor and City Council. Performs general clerical and administrative duties for the Public Works Department.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

- Some knowledge of the basic warehouse control method.
- Ability to understand and follow oral and written instruction.
- Ability to learn and accurately apply the City's purchasing procedures.
- Ability to accurately maintain records.
- Physical strength and agility necessary to perform the work.

TRAINING AND EXPERIENCE REQUIREMENTS

Three years of experience with the processing and maintenance of records in a purchasing, warehousing, or similar situation; or substituting course work or training in typing, purchasing, warehousing or a related field for the experience.

Must be a registered voter.