


JOB DESCRIPTION
Administrative Assistant - PW

Date of Last Revision: January, 2021

 WESTERLY Rhode Island	DEPARTMENT	Public Works		
	REPORTS TO	Assistant Director PW		
	FLSA STATUS	Non-Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Assistant Director of Public Works, the Administrative Assistant is responsible for providing advanced administrative support functions in the areas of office management, fiscal, or personnel matters to their assigned division/department.

ESSENTIAL JOB FUNCTIONS

- Maintains records used in the administrative management activities of the division being served, originates all pertinent documentation, and prepares necessary reports required by various Towns and State departments and offices.
- Receives visitors and telephone calls, ascertains nature of call or business of visitors and determines appropriate action, refers important or high-ranking visitors to supervisors, takes messages, makes appointments, answers questions, resolves complaints, and explains procedures for obtaining Town services.
- Receives incoming mail and controls routing of items among the supervisor's subordinates for appropriate action, reviews responses prepared by supervisor's subordinates for accuracy in format, grammatical content, adequacy in factual information and compliance.
- Prepares and processes procurement of parts, equipment, vehicles, supplies and contractual services by receiving requests from department personnel, obtaining quotes and bid specs per purchasing manual and check available budgets and assign account numbers and enter requisition into MUNIS.
- Matches invoices to quotes, purchase orders and monthly statements from vendors, and contact vendors for copies of missing invoices.
- Makes copies and sends to Finance department for check processing.
- Responds to questions and complaints from the public and either resolves the issue or defers issue to appropriate parties.
- Analyzes budget requests and histories to ensure within operating and capital budget limits and assists in drafting budget requests.
- Performs data entry duties into MUNIS and other databases.
- Maintains various administrative systems including invoicing, utilities, gas boy, employee files, customer charges, etc.
- Works with internal and external stakeholders on providing information for grants management and other town services and projects.
- Assists in processing employee payroll by performing data entry and review of time records.
- Prepares a variety of annual reports and responsible for reporting on divisional specific activities.
- Performs similar or related work as required, directed or as situation dictates.

ADDITIONAL JOB FUNCTIONS

- Attends conferences and seminars, as required.
- Processes information requests for the assigned division.

- Sorts and distributes mail.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principles and practices of office management techniques.
- Office automation technologies used to increase efficiency in administrative support work.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software; create and manage complex spreadsheets and data bases.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate's Degree in Business Administration, Assessment, Public Administration or related field.
- Minimum of two (2) years of experience in performing high level office administration functions.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

LICENSES AND CERTIFICATIONS

- A valid driver's license.
- Certification as a Certified Administrative Professional (CAP) is preferred and will be required within two (2) years of employment.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS including:

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here 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.