



CITY OF OTHELLO PUBLIC WORKS SECRETARY JOB DESCRIPTION

JOB TITLE: Public Works secretary
REPORTS TO: Public Works Director
FLSA STATUS: Non-Exempt
CLASSIFICATION: Non-Union
PREPARED BY: Robin Adolphsen, Public Works Director DATE: April 15, 2025
APPROVED BY: Shawn Logan, City Administrator DATE: April 15, 2025
SALARY RANGE: \$54,070.93-\$61,030.93 Annual DOE

Position Overview

The Public Works Secretary plays a crucial role in supporting the Public Works Director and maintaining accurate records for infrastructure, facilities, and department activities. You'll handle a variety of administrative and clerical duties, manage data systems like IWORQ, and ensure seamless communication within the department and with the public.

Essential Duties & Responsibilities

- Provide administrative and office support to the Public Works Director, including scheduling, correspondence, and day-to-day management of office tasks.
- Serve as the first point of contact: answering phone calls, routing messages, greeting visitors, and addressing inquiries.
- Maintain and update department records such as equipment maintenance, inventory, facility records, and city maps.
- Organize and distribute reports related to public works projects.
- Input and analyze data using IWORQ and other database systems, ensuring accuracy and resolving discrepancies.
- Collaborate with city personnel, officials, and the public to deliver information and services aligned with City policy.
- Assist with ordering and managing office supplies and occasionally perform errands as needed.
- Take on miscellaneous tasks and special projects as assigned.

Qualifications

- **Knowledge of:** Office operations and modern technology, including Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and Zoom.
- **Ability to:**
 - Communicate effectively with the public, contractors, and city employees.
 - Write professional correspondence and reports.
 - Analyze and interpret data, and apply it to practical scenarios.
 - Utilize computer systems to manage tasks like entering data, generating reports, and creating correspondence.
 - Solve challenges and handle diverse situations with limited guidance.

License/Certifications:

Must possess a valid state driver's license or ability to obtain one prior to employment and a driving record free of serious or frequent traffic violations.

Physical Demands:

This role involves sitting for long periods, working on a computer, and occasionally lifting items up to 10 pounds. Close vision and color vision are required.

Work Environment:

The work environment is generally quiet, but you might occasionally encounter odors, fumes, or dust.

Benefits:

- Comprehensive medical, dental, vision, and deferred compensation.
- Retirement plan through the Department of Retirement Systems.
- Employer paid time off including vacation, sick days, holidays, and personal days.

Acknowledgement

This job description is a general overview and may evolve based on organizational needs. The City Administration reserves the right to modify or add responsibilities at any time.

Employee Signature: _____

Date: _____