



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: November 19, 2024
APPROVED BY: Shawn Logan, City Administrator DATE: November 19, 2024
SALARY RANGE: \$51,723.58- \$58,683.58 Annual DOE

Position Overview

Employee provides general office support for the Director; maintains public works records in a manner that provides accurate information about infrastructure and facility status and history of events for these items; and maintains the IWORQ (geographic information system) data and map base.

Essential Duties & Responsibilities

- Answers telephones, routes, calls, takes messages, and provides general information; greets and directs visitors; answers routine inquiries
- Provide general office management for the Public Works Director
- Distributes correspondence and other material to department staff/faculty.
- Performs a variety of routine assignments as appropriate to the position; may operate a personal computer to draft basic correspondence, enter data, and print letters, labels, reports, and/or other materials; types and mails form letters.
- May perform specialized services of a routine clerical/administrative nature in strict accordance with established procedural guidelines, as appropriate to the position.
- May order, stock, and distribute office supplies.
- May run various routine errands, as required, for the unit/department.
- Organize, write, and distribute public works reports.
- Create, maintain, update and file equipment maintenance records, material inventory records, facility records, general accounting records, and city maps.
- Gather data and information from various departments within the city.
- Analyze data and information for accuracy and correct or report deficiencies.
- Incorporate data and information into database and IWORQ.
- Assist city personnel, City officials, and the public in utilizing departmental services and information in accordance with City Policy.
- Performs miscellaneous job-related duties as assigned

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Basic office skills
- Modern office practices and equipment, including electronic data processing, software (Microsoft Office Business Suite with proficiency in Outlook, Word, Excel, and PowerPoint), Zoom, and other programs applicable to the position

Ability to:

- Communicate with the general public, contractors, city personnel, and/or other departments
- Read professional journals, technical procedures, or governmental regulations.
- Write reports and business correspondence.
- Effectively present information and respond to questions from clients, customers, and the public
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Operate personal computer to apply skill in working with computer programs such as Word, Excel, Access, and IWORQ, to enter data, construct correspondence and reports, complete forms, and calculate fees
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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:

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.

While performing the duties of this job, the employee is regularly required to sit for up to two hours and regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or more with assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. The employee very frequently performs work while looking at a computer screen.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to odor, fumes and dust from the adjacent shop area, and may be exposed to risk of electrical shock.

Work occasionally involves encounters with clients that are unwilling to cooperate with

departmental directives.

The noise level in the work environment is usually quiet to moderate.

Benefits:

Medical, dental, vision, and Aflac, Retirement through the Department of Retirement Systems, PTO including vacation, sick time, paid holidays, and personal holidays.

Acknowledgement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all-inclusive and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. The City administration reserves the right to add, modify or exclude any essential or nonessential requirement(s) at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Employee Signature: _____

Date: _____