

# **JOB DESCRIPTION**

## **CITY OF WILLCOX**

**APPROVED: 02-20-2012 Reso No. 2012-10**  
**SUPERSEDES: Reso No. 2007-10**

**FLSA: N**  
**GRADE: 8**

**JOB TITLE: ADMINISTRATIVE ASSISTANT PUBLIC WORKS**

### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative and secretarial support to the Streets and Parks Department, including administrative Cemetery duties.

### **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Participates in the accomplishment of organizational, departmental and workgroup goals and objectives.

Exhibits a service orientation toward customers and maintains productive working relationships.

Prepares documents, records, and forms requiring knowledge of department programs and services; prepares operational, statistical, and financial reports; researches, compiles, consolidates, and/or tabulates information; incorporates information from source documents into the preparation of assigned materials; and composes, drafts and/or prepares correspondence and letters.

Prepares and/or processes administrative documents for the department to include purchasing documents, personnel forms, accounts payable documents, invoices, travel expense forms, and inventory records; calculates and maintains timesheets and leave information for employees; obtains signatures when necessary; and submits administrative documents to appropriate department or manager.

Prepares and/or processes administrative documents for Cemetery to include burial information, plot sales, plot inventory, and processes monthly cemetery billing. Also coordinates with Westlawn Chapel on gravesite opening and closings.

Assists department management with budget related activities; collects and reports information used in developing budget proposals; monitors and reports expenditures and fund balances; researches budget issues; and prepares budget reports and/or upon request.

Receives applications, administrative forms, work orders, registration forms, reservation requests or other documents from customers and/or employees; prepares documents for processing; receives and records payments; counts, balances and reconciles cash drawer; and prepares deposit paperwork.

Establishes updates and maintains databases, files and records in automated information systems; enters data into system files and databases; researches and retrieves information from

databases; incorporates data into assigned records and documents; creates statistical reports and summaries from data; and generates automated reports from systems.

Maintains department/program references; including but limited to, vendor lists, training manuals, standard operating procedures, and mailing lists.

Answers Department telephones; greets customers and visitors; provides customer assistance; retrieves requested documents; provides information regarding programs, services and procedures; refers callers or visitors to other staff members as appropriate; and takes messages.

Schedules appointments, maintains calendars for office staff; and makes travel arrangements for department staff; maintains a calendar for assigned meeting spaces, conference rooms or other facilities; coordinates logistical arrangements for meetings including audio/visual equipment and catering; prepares and distributes meeting agendas and minutes for assigned advisory committees. Conducts research and special projects; and may handle confidential information.

Established filing systems; prepares folders, records and files for program/department documents and paperwork; implements records management and retention practices; photocopies documents and distributes and/or files; and requests information from other departments as necessary to complete department records/files.

Receives, dates and distributes incoming mail; and prepares outgoing mail.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Orders office supplies; and manages petty cash funds.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by business classes and three years of clerical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Ability to obtain Notary Public may be required.

### **PERFORMANCE APTITUDES**

**Data Utilization**: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction**: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work-station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Willcox, Arizona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

This description is intended to indicate the kinds of duties and responsibilities that will be required of employees given this title. It shall not be construed as determining what the specific duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of any supervisor to assign, direct and control the work of employees under their supervision.

**Written 02/12**      *Saved as: Administrative Asst-PW*