

**City of Cottage Grove
Job Description
Administrative Aide**

Department: Public Works & Development	FLSA: Non-Exempt
Reports to: Utilities Supervisor	Representation: General Unit
Pay Range: 4	Date Adopted: December 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Provide administrative and clerical support to the operations of the Utilities and Maintenance Divisions of the Public Works & Development Department. Perform a variety of secretarial, administrative and/or technical duties and other related work as required.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

In addition to performing secretarial duties, an employee in this classification will routinely and independently perform administrative functions and perform technical duties related to the operations of the Utilities and Maintenance Division. These duties may require researching and summarizing information from various sources, preparing reports, prepare bid and purchase agreements, and applying the policies of the assigned department. The employee is expected to carry assignments through to completion with only unusual or especially complicated tasks reviewed in detail.

ESSENTIAL FUNCTIONS:

1. Performs the following general office activities:
 - a. Answers phones
 - b. Assists walk-in customers and vendors
 - c. Composes and types correspondence
 - d. Maintains Public Works Department central files
 - e. Coordinates utility locates
 - f. Maintains cross connection program records
 - g. Administer the backflow program
 - h. Track and file work orders

- i. Track employee continuing education credits and schedule classes
 - j. Track and file safety data sheets
 - k. Inventory and order personal protective equipment
 - l. Schedule and track community service workers and their hours
 - m. Assist community volunteers
 - n. Order and stock supplies
 - o. Responsible for ordering fuel and providing usage reports for Middlefield and Public Works
2. Perform the following financial activities:
 - a. Bill departments for fleet maintenance
 - b. Track part-time employee hours
 - c. Troubleshoots purchasing problems with vendors
 - d. Calculates and prepares work orders for service provided by the Public Works & Development Department
 - e. Prepares requests for proposals and quotations for various purchases in the Public Works & Development Department
 3. Participates with and handles various Public Works & Development Department administrative duties associated with staff business meetings (i.e. section supervisors, safety committee, etc).
 4. Maintains Hazardous Materials programs records
 5. Knowledge of safety standards, practices and procedures applicable to area of assignment.
 6. Ability to work independently in the absence of supervision.
 7. Ability to establish and maintain effective working relationships.
 8. Ability to work as a team member.
 9. Communication and Contact: The employee communicates effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the Organization.
 10. Relationships with Others: The employee works effectively and relates well with others including supervisors, colleagues, and individuals inside and outside the organization. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
 11. Ability to perform the essential functions of the job.

IMPORTANT FUNCTIONS:

1. Composes and prepares correspondence pertinent to area of responsibility

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

1. Standing-frequently on concrete floors

2. Sitting-continuous on cushioned, rolling, and adjustable chair
3. Driving City owned vehicle for City business
4. Change Positions-has freedom to frequently
5. Walking-frequently on asphalt or cement surfaces
6. Carrying-frequently binders, notebooks, and boxes weighing no more than 30lbs within 50 feet.
7. Pushing/Pulling-rarely heavy boxes, office equipment, weighing no more than 30lbs
8. Bending-occasionally from waist and or knee.
9. Twisting-occasionally from waist to pick up small items on desk or on printer within 3ft; frequently from neck to watch for customers at counter or to have conversation with someone.
10. Reaching-frequently overhead, forward or sideward to obtain binders, papers, files, writing utensil, to place payments in drawer, or to answer telephone.
11. Handling-frequently operation of 10-key calculator, computer keyboard, computer mouse, files, binders, books, scissors, and laminator.
12. Grasping-occasionally binders, books, files, papers, telephone receiver, supplies, small office equipment, and writing utensils.

DISTINGUISHING CHARACTERISTICS:

Employees in this classification must have superior communication skills.

JOB SPECIFICATIONS:**Education & Experience:**

1. High school graduation or equivalency, and two years of progressively responsible experience in administrative or clerical support; or any satisfactory combination of experience and education that demonstrates the knowledge, skills and ability to perform the above-described duties.
2. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.

Knowledge, Skills and Abilities (KSAs):**KNOWLEDGE:**

1. General office principles and practices.
2. Understanding of modern office methods and procedures.

SKILL IN:

1. 10 Key
2. Copy Machine/Office Equipment Operation
3. Typing 55 wpm
4. Listening and interpreting customers needs

ABILITY TO:

1. Perform detailed work involving numerical data

2. Make accurate mathematical computations using decimals, fractions and percentages.
3. Establish priorities and organize own workload
4. Maintain effective working relationships with other City departments and the general public.
5. The ability to work as part of a team
6. Ability is required in the use of office equipment such as calculators, personal computers or computer keyboards, and copiers
7. Ability to remain patient when working with customers
8. Use positive language with customers
9. Empathize and understand the customer's needs

Special Requirements and Certifications:

1. Must possess a valid Oregon driver's license. Employee must maintain a safe driving record while employed with the City of Cottage Grove.
2. Must be able to pass the department's security clearance standards, including Reference check, criminal history check, satisfactory driving record, and credit check.

Supervisory Duties:

This position is not responsible for supervision.

Supervision Received:

Receives immediate supervision from the Utility and Maintenance Supervisors.

Contact with Others:

Frequent contact with all departments within the city, co-workers, and the public. The ability to deal with others in a professional, courteous, diplomatic, positive, and helpful manner at all times is a requirement.