

POSITION DESCRIPTION

Position Title: Administrative Assistant II - PW
Department: Public Works
Division: Engineering/Inspections
Retirement: KPERS
FLSA: Non-Exempt
Effective Date: June 13, 2025

GENERAL PURPOSE

Provides a variety of routine and complex clerical and administrative work in keeping official records and providing administrative support to the Director of Public Works, Deputy Director of Public Works, Chief Building Inspector and staff. Answers phones, receives the public and provides customer service for the Inspection and Engineering Divisions of Public Works.

SUPERVISION RECEIVED

Work is performed under the immediate supervision of the Director of Public Works with general guidance and direction from the Deputy Director of Public Works and the Chief Building Inspector.

SUPERVISION EXERCISED

None generally.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks that may be performed.)

- Serves as the first point of contact for citizens seeking information regarding departmental programs. Responsible to handle citizen inquiries with tact and confidentiality. Intensive public-oriented position requiring excellent public relations skills and a proactive work ethic.
- Investigates and follows-up with citizens on requests for service, information and complaints; refers inquiries to the appropriate person/department as necessary.
- Supports the departments by performing routine clerical and administrative work to include file maintenance, documentation verification, answering phones, processing incoming and outgoing mail, purchasing office supplies and printing orders for the department, etc.
- Coordinates office operations of the department. Develops and maintains office forms and procedures and file documentation.
- Responsible for invoice tracking, reporting and processing.
- Develops and maintains effective working relationships with the public, outside agencies, departmental personnel, vendors and other city employees.
- Maintains the appointment calendar for staff of the department. Schedules and coordinates appointments and inspections for inspectors with contractors and property owners.
- Updates and maintains permit and inspection records.
- Processes applications and submittals for building permits, arranges for staff review and issues permits when approved.
- Processes applications and submittals for land disturbance permits, arranges for staff review and issues permits when approved. Keeps records of land disturbance permit inspections and related issues for Inspection and Engineering staff. Notifies contractors of deficiencies when found.
- Prepares accurate, grammatically correct correspondence and reports, including graphics, photo layouts, title pages and creative print formats.
- Proofreads and edits a variety of correspondence; reports, memoranda and other material requiring

judgment as to content, accuracy, and completeness.

- Provides data to department staff for various electronic report writing. Prepares initial reports to the extent file documentation permits, provides drafts to appropriate person to review and adjust or complete (indicates any missing information, or research objectives needed to complete the report).
- Prepares and distributes monthly Building Permit reports.
- Prepares and maintains record of Payment Vouchers and Requisition requests for purchase orders and processing invoices for the Building Inspection, Engineering, Public Works, Building & Grounds, and Library Maintenance.
- Inputs data to standard office and department forms; makes simple posting to accounts; compiles data for various reports.
- Updates and maintains contractor information pertaining to licenses; Prepares mailings for annual license renewals; Prepares licenses for issuance.
- Inserts various documents such as pay applications, purchase orders, bid documents, etc. into electronic project files.
- Scans and archives documents and maintains the department's website information.
- Maintains departmental documents, files and records to include the KDOT Bridge Inspection Reports and Files.
- Researches, compiles and obtains data for use in the completion of required reports, prepares and submits reports to Director and Deputy Director of Public Works and Chief Building Inspector.
- Other duties as assigned.

PERIPHERAL DUTIES

- Makes reservations and travel arrangements for meetings, seminars, and conventions.
- Arranges service calls for repairs at City Hall.
- May serve as a member on various committees.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from High School or GED.

(B) Two (2) years' experience in a business, professional or governmental office performing a broad range of clerical and administrative duties; or Three (3) years of increasingly responsible related experience in general office or clerical duties; OR

(C) Any equivalent combination of education and progressively responsible experience.

(D) Must be able to type 35 WPM.

(E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of computers and computer software, office equipment and electronic data processing in a Windows-based environment to include Microsoft Word, Excel, Access and Outlook.
- General knowledge of business English, spelling and business math; accounting principles and procedures; general office practices and procedures; general record keeping procedures; website maintenance and social media posting.
- Skilled in public relations and public speaking; effective verbal and written communication skills; composing/preparing memos, reports and correspondence; operating the listed tools and equipment.
- Ability to function effectively with minimal instruction and changing priorities; read, write and speak English distinctly and clearly; follow oral and written instructions; maintain composure while working in a high traffic environment with frequent interruptions; able to multi-task and work independently, with limited supervision, in sometimes stressful situations.

- Ability to deal professionally and courteously with the public, including occasions that may be confrontational; receive and process requests; establish and maintain effective working relationships with the public, departmental personnel, vendors and other City and County agencies/personnel.

DESIRABLE QUALIFICATIONS

- (A) Vocational/Business school or associate's degree in business, data processing, or related.
- (B) Previous experience in a Public Works environment.
- (C) Familiarity with GIS and mapping systems.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet and data base software; copy machine; printer; scanner; multi-line telephone system; and wide format copier.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet. Citizens, employees and phone calls disrupt work frequently.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date