



JOB TITLE: Administrative Assistant II
DEPARTMENT: Public Works/Street Division
SUPERVISOR: Street Superintendent
COMPENSATION GRADE: D

JOB SUMMARY

The Administrative Assistant II for the Street Division performs a variety of administrative assistant duties and tasks relating to the effective operation of the department and the delivery of its services to the public.

JOB DESCRIPTION

Task No.	Description	Frequency
1.	Performs various accounting functions; prepares department related reports in excel such as weekly machinery rental costs, daily project expenditures, year to date reports, recycling/solid waste records; snow removal records; accounts payable coding, accounts receivable reporting. Maintains records of division employee hours worked, compensation, over-time, vacation, sick leave, and clothing allowance balances. Oversees seasonal new hire paperwork and seasonal payroll change forms. Uploads bi-weekly hours worked data to Finance Department. Cross references hours worked data and enter into excel to track job costing. Processes monthly deposit.	58.5%
2.	Answers and directs phone calls. First contact and response to citizen questions or complaints. Performs various clerical and reception duties; disseminates information regarding all Street Division programs. Greet visitors, type letters and correspondence, order office supplies. Retrieve, sort and deliver mail.	20%
3.	Assists in annual budget preparation, enters data	8%

	into Forecaster software and prepares final documents.	
4.	Assists Weed Commissioner. Logs complaints, checks on properties, mails out week notices, contacts contracted mowing firms, and generates violation statements for mowing.	8%
5.	Generates status reports; assists in preparation of contract drafts, ordinance drafts, BPW resolutions, educational/advertising materials; assists in grant preparation for recycling and forestry.	5%
6.	Contacts and coordinates vendors for building and grounds maintenance repairs under the direction of the Street Superintendent.	.5%
7.	Perform other related duties as assigned.	

REQUIRED QUALIFICATIONS

High School Diploma or equivalency required, Associate Degree preferred. Two to three years office experience preferred, including proficiency of various software including Microsoft Word, Excel, PowerPoint, and Access. Strong interpersonal and customer service skills. Ability to perform in an active work environment and handle multiple tasks in an organized and effective manner required.