



## EMPLOYMENT OPPORTUNITY Fircrest Public Works

**POSITION:** Administrative Assistant – Public Works (Regular Part-Time/28 hours per week)  
**DATE OPEN:** May 18, 2020  
**DATE CLOSED:** Open until filled. First review: May 29, 2020  
**SALARY RANGE:** \$22.16/hour to \$28.28/hour

**THE POSITION:** This position is responsible for the administrative functions in the Public Works department, with direct support to the Public Works Director in the day-to-day departmental operations. Position performs a full range of general administrative and clerical duties to support various public works projects and programs. This position will provide backup support for utility billing functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of this position are listed below, 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 this position.

- Responsible for customer contact within public works administration via telephone, in person and through written communication. Works to resolve any issues and to answer inquiries.
- Responsible for processing street work and backflow permits and establishing and maintaining logs.
- Assists with utility availability certificates, franchises, and preparing consultant and construction contracts and agreements with private and government entities.
- Responsible for files and record systems for public works administration in compliance with standard archiving practices and general records retention schedules.
- Prepares purchase orders; orders, tracks and receives inventory supplies for public works administration, and assigns BARS codes to department expenditures and revenues.
- Provides non-professional engineering support tasks such as maintaining and updating engineering manuals and records.
- Researches, edits and reviews grant applications, guidelines, policies and other documents as necessary.
- Provides departmental research as requested and assists in preparing and reviewing reports and correspondence such as city council agenda bills and resolutions and ordinances.
- Responsible for advertising, logging and maintaining annual consultant roster.
- Assists in promoting, planning, scheduling, and implementing educational and community activities, and assists in preparing and conducting regular training meetings, presentations and special projects for the public works director.
- May delegate and/or explain work instructions and review the work of volunteers and interns and may be asked to assist other employees with computer operations, office procedures and City policies.
- Assists in preparing and monitoring program goals and objectives.
- Performs other clerical duties such as taking minutes, scheduling meetings and conferences and making travel arrangements.
- Maintains data files and coordinates GIS upgrades with staff.
- Maintains cross connection control program as outlined in FMC 21.05.
- Provides backup support for utility billing functions.
- Assists with maintenance of the Public Works web page.
- Performs other duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

- Graduation from high school or GED equivalent, and
- Two years of clerical experience and reception duties.
- Proficiency with Microsoft Office products.
- Experience with utility billing & permitting software and processes.
- Knowledge and experience working for government and/or municipalities.
- Any equivalent combination of education and experience that provides the knowledge and abilities required.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of

- Modern office practices, procedures and equipment.
- Personal computers, spreadsheets and word processor applications.
- Effective telephone techniques and etiquette.
- Professional customer service techniques and phone skills.
- Public relation techniques to resolve difficult customer situations.
- Standard archiving practices and general records retention schedules.
- BARS coding system.
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### Skill in

- Editing and proofing correspondence and reviewing reports for completeness and accuracy.
- Entering data at an acceptable rate of speed with acceptable accuracy.
- Performing accounting clerical work such as project financial reports and invoicing.
- Planning and organizing work with consideration for frequent interruptions.
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### Ability to

- Learn to interpret, apply and explain relevant regulations, policies and procedures.
- Work independently.
- Learn office policies, rules and practices.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Use tact, patience and courtesy in dealing with customers and other employees.
- Read, write, speak and understand the English language at a level necessary for efficient job performance.
- Diffuse possible conflicts with angry customers in resolving issues.

## **SPECIAL REQUIREMENTS**

- Valid Washington driver's license without record of suspension or revocation in any state, or ability to obtain one by time of hire.

## **TOOLS AND EQUIPMENT USED**

Uses a variety of office machines including personal computers and related equipment, calculator, permitting software, copier and other specialized equipment related to assigned activities.

## **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. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **DISCLAIMER**

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 job 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.

## **SELECTION GUIDELINES**

Formal application, rating of experience, oral interview, reference check, and job-related tests might be required.

## **TO APPLY**

- A formal application form must be fully completed and submitted to:

**Personnel Officer  
City of Fircrest  
115 Ramsdell Street  
Fircrest, WA 98466  
Telephone: (253) 564-8901, Fax: (253) 566-0762  
Email: [jwestman@cityoffircrest.net](mailto:jwestman@cityoffircrest.net)**

- Resumes and cover letters are encouraged and may be attached to the application form.
- Application packages may be filed in person, by FAX or by mail, or by email. All applications must be received by 5:00 p.m. on the closing date.
- It is not the City's policy to FAX or Express Mail application forms.

## **GENERAL INFORMATION FOR APPLICANTS**

### **SELECTION**

- The quality and completeness of the information provided on the application form may determine whether or not you are called for an interview. Incomplete answers or "see resume" may prevent further consideration.
- Testing may be required to measure candidates' abilities to perform essential functions or other performance dimensions.
- If you need special accommodation during the interview phase of the selection process, please provide the City with five business days advance notice. The City endeavors to reasonably accommodate everyone. All applicants interviewed will be sent written notification of the interview result.
- No formal notification will be sent to applicants not selected for an interview. Should the same or another position open for which you wish to apply, you must complete a new application to be considered for the new opening.

### **EMPLOYMENT**

- Applicants who are offered employment will be required to provide proof of identity and authorization to work in the United States. The 1986 Federal Immigration Reform and Control Act prohibits the hiring of unauthorized aliens.
- The City does not discriminate in hiring on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status. In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential elements of a job and to determine reasonable accommodation.
- The City of Fircrest has a policy of limiting smoking in the workplace.
- The City of Fircrest is a drug-free workplace.