

## Public Works Administrative Assistant

### JESAP Profile

Position Reports To: Public Works Director	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No
Physical Location For This Position:	

### General Description

Assists in field office at Public Works Department performing various clerical functions. Other duties may be assigned.

### Essential Duties and Responsibilities

Responsible for writing and maintaining Public Works policies and procedures

Maintains all Public Works file systems

Monitors and maintains Public Works website and Facebook page information on a recurring basis

Maintains the SDS material and reports changes to administrative office

Regularly communicates with and administratively assists all employees within the Public Works department

Politely takes and delivers telephone calls and messages for all divisions of the Public Works department

Ensures social media is creative, engaging and up to date

Prepares financial reports by collecting, formatting, analyzing, and explaining information

Manages incoming and outgoing mail

Collects and distributes any required paperwork for the department

Compiles data for meetings and reports as needed

Transcribes letters, reports, statements and other materials assigned

Maintains systems, procedures and methods for record keeping and cost gathering for cost of service by project

Coordinates purchasing and accounts payable activities for Public Works including requisition processing for purchase orders

Ability to book travel; handle all arrangements; verify travel and event details

Ability to work overtime

### **Fiscal Responsibilities**

Annual budget total value

Funds, facilities & equipment total value

### **Supervisory Responsibilities**

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: No supervision.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

### **Education And Experience**

- Education: Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

- Experience General: 4 years related experience and/or training.
- Experience Management: 1 to 6 months related management experience.

## Work Skills

- Analytical Ability/ Problem Solving: MODERATELY STRUCTURED. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.
- Communication Skills: undefined
- Mathematical Skills: undefined
- Critical Thinking Skills: undefined
- Mental Demand: CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

## Other Skills

undefined

## Accountabilities

- Freedom To Act: GENERALLY CONTROLLED. General processes covered by established policies and standards with supervisory oversight.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of \$100,000.
- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

### **Certificates, Licenses, Registrations**

#### **Required**

Valid Arkansas driver's license or valid drivers license recognized by the state of Arkansas.

#### **Preferred**

Microsoft Office Certification Social Media/Computer Design

### **Contacts With Public and Employees**

- Contacts With Employees: Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.
- Contacts With Public: Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **Machines, Equipment & Computers**

- Use Of Machines, Equipment And/Or Computers: Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

### **Software Skills Required**

### Software Ability

- 10-Key: Basic
- Accounting: Basic
- Alphanumeric Data Entry: Basic
- Contact Management: Basic
- Database: Basic
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

### Other Software Skills

### Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.):  
Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.):  
Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where  
temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff):  
Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives):  
Never

- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.):  
Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.):  
Never
- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **Physical Demands**

### **Physical Activities**

- Stand: Occasionally
- Walk: Frequently
- Sit: Frequently
- Use hands to finger, handle, or feel: Frequently
- Reach with hands and arms: Frequently
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Frequently
- Taste or smell: Never

### **Weight Lifted**

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Never
- More than 100 pounds: Never

### **Vision requirements**

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

- Physical Demand: MODERATE DIVERSITY, LOW PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which are not as varied as those positions relating to Degree 1.

### Additional Information

#### Core Competencies / Additional Info

Intermediate knowledge and skills with Microsoft Office Suite, Google Mail, Google Calendar, and Google Docs. Prefer at least three years of applicable experience.

#### Yet More Additional Info

undefined

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