



JOB DESCRIPTION

Effective Date: _____



Title:	Public Works Administrative Coordinator	FLSA Status:	Non-Exempt
Department:	Public Works	Essential Status:	Non-Essential
Division:		Pay Grade:	C
Reports to:	Director of Public Works		

BRIEF DESCRIPTION:

Under direction of the Public Works Director, serves as Administrative Coordinator for the Public Works Department; performs varied administrative duties. Must communicate effectively and courteously in person, in writing, through e-mail, and over the telephone to refer or respond to inquiries appropriately with the public and other city employees. Must be able to take lead of programs and projects as assigned. In order to accomplish the job duties of the position, close collaboration is required with not only public works department, but also with finance and development staff.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Director of Public Works
2. Directs: None
3. Other: Will have dealings with all employees and general public

GENERAL STATEMENT:

This is an important, non-supervisory, position

EXAMPLES OF WORK:

- Performs executive administrative assistant functions
- Answers incoming telephone calls and provides information to residents
- Prepares and enters requisitions for purchases and obtains purchase orders from the finance department
- Prepares and processes service work orders for all Public Works areas
- Prioritize heavy workload effectively; relay instruction, information and decisions from the Public Works Director's office as directed
- Assists with data entry and electronic filing
- Perform research, compile, and analyze data for special projects and reports as directed by the Public Works Director, along with interacting effectively with city department heads
- Assists with development of graphics, presentations, videos, or printed media
- Compose general correspondence related to responsibilities assigned
- Initiate and maintain a variety of files and records for information related to the Public Works Director or other departments assigned
- Be an effective liaison between the Public Works Director and Public Works Department with other Department Heads and Departments
- Collect weekly vehicle inspection reports on Friday and file per department



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- Assists with process flows and standard operating procedures for various operational departments and tasks
- Creates vendor files for various documents, enters data into computer and manual filing systems, compiles and maintains accurate and detailed records
- Keep Director informed of current issues and or developments that may occur within the organization
- Maintain records for training, certifications, uniforms, PPE equipment, etc.
- Manage Truck fleet
- Assist with conducting interviews and evaluations
- Compose and send out road closure and construction notices
- Provide Public Works Director with daily workload report
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled in operating a computer, related software applications and office equipment.
- Skilled in organization and time management
- Ability to interact with the public, city employees, and other city officials in a positive, professional and productive manner
- Ability to communicate in a clear and concise manner
- Ability to prioritize multiple tasks and project
- Ability to operate a motor vehicle safely and legally

CERTIFICATIONS AND LICENSES REQUIRED:

Applicable valid Texas Driver's License

Must be bondable

ENVIRONMENTAL FACTORS & CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in office environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to walking on uneven or unstable terrain, occasional standing, bending, reaching, kneeling.

SIGNATURE – REVIEW & COMMENTS:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.



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I have reviewed this job description and received a copy:

Signature of Employee

Date