



Job Overview

Job Title: Administrative Assistant to the City Engineer	Full Time or Part Time: Part Time
Original Date: January 11, 2007	Civil Service: Unclassified
Revised Date: 4/1/2010; 3/1/2015; 4/1/2017; 7/16/2018	FLSA: Non Exempt

General Purpose

To perform a variety of secretarial, clerical, and administrative work in providing administrative support to the City Engineer.

Supervision Received

Works under the direct supervision of the City Engineer.
Works under the broad direction of the Director of Public Service.

Supervision Exercised

None

Essential Duties and Responsibilities

Provides close interaction with the public, contractors, etc. Interprets public concerns and directs to appropriate department or consultant for follow-up action.

Addresses calls regarding drainage issues, improvement plans, topos, plats, safety issues, etc.

Addresses calls from residents dealing with current engineering projects via telephone, e-mail and in person. Contact in-house departments (i.e., Fire, Police, Streets, etc.) with any potential hazard areas or situations received.

Maintain current easement listing and notify the Building Department of all new or revised easements on parcels.

Assist Engineer with preparation of easement documents, correspondence, etc., and work with property owners directly with inquiries.

Maintains and updates new/current topography records.

Assist the City Engineer and the Finance Department to maintain accurate records on: Engineering/Inspection invoicing; Contractor/Project invoicing; Financial Guarantees;



Job Description

Maintenance Bonds; Engineering and Inspection Fee Deposits and Invoice Processing (engineering review deposits; erosion and sediment control deposits; inspection deposits; site plan review deposits).

Maintain accurate records and filing system for all records, according to Records Retention Policy and State law.

Assist other City departments in locating sewer lines, laterals, grading plans, etc.

Maintain flood plain listing. Assist callers with inquiries into flood zones, maps, LOMA information, flood plain permits, etc.

Assist City Engineer in responding to City Council and committee meetings, agenda items, prepare memos to City Council, Law Department, and distribute weekly reports.

Monitor county engineering and county auditor's website and census maps.

Assist City Engineer in development of project funding applications; address inquiries from public regarding project status, assist in public bidding of projects.

Maintain records for site plan engineering review fees; billings to developers for grading and erosion control; grade bonds; and commercial project status reports.

Maintain calendar and schedule appointments for the City Engineer as required.

Opens and directs all incoming Engineering mail; orders office supplies for Engineering; maintains Engineer's calendar.

Assists the Public Service Director as required.

Peripheral Duties

Employee may be asked to perform other duties based on the business needs of the City. The employee may be asked to work holidays.

Desired Minimum Qualifications

EDUCATION AND EXPERIENCE:

Graduation from High School or GED equivalent and five years clerical experience. Preferably post High School continuing education in secretarial/administrative courses and courses in advanced computer software programs.



NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Ability to communicate clearly and concisely, both orally and in writing. Ability to understand, organize, index and reference a wide variety of administrative information and records; Ability to research and prepare correspondence and reports; Ability to keep items confidential; Ability to establish effective working relationships with employees, supervisors, other agencies and the public; Ability to handle stressful situations; Ability to comprehend and summarize status of projects; Ability to comprehend and interpret some technical information and plans, i.e., maps, reading of plats, etc.; Ability to scale drawings using standard engineering scales; Ability to type and enter data accurately.

Considerable knowledge of general office procedures; Knowledge of reviewing and interpreting street maps, tax maps, plat maps, ward boundaries, and retention basins; Knowledge of word processing, spreadsheet and graphing software.

Proficient skill in operating the equipment listed.

Special Requirements

Must possess a valid State of Ohio driver's license.

Tools and Equipment Used

Telephones; computer and keyboard including word processing and spreadsheet software; copy machine; fax machine; calculator; postage machine.

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, 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 is occasionally required to stoop or kneel.

The employee must occasionally lift and/or move up to 20 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 usually quiet. Most of the work is done in the office. Some of the work and projects performed at various locations and required to travel to these sites. The position may also require travel for the purpose of attending training workshops.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

Approval:

Date:

Paul E. Barnett
Director of Public Service

Carl S. DeForest
City Manager/Safety Director