

CITY OF SANDUSKY POSITION ANNOUNCEMENT

**Administrative Assistant
Department of Public Works**

The City of Sandusky is accepting applications for the position of Administrative Assistant. The person in this position will perform a variety of administrative duties in the Division of Facilities and Properties. The ideal candidate for this position will have at least two years of secretarial and/or office experience as well as extensive experience with various types of computer software. A Notary Public for the State of Ohio or the ability to obtain one within six (6) months of being placed in the position is required.

For an application and job description, please contact the City of Sandusky, Attn: Connie Nicholson @ cnicholson@ci.sandusky.oh.us. The information is also available @ www.ci.sandusky.oh.us.

**PLEASE SUBMIT A COMPLETED APPLICATION ALONG
WITH A RESUME TO
ATTN: CONNIE NICHOLSON
222 MEIGS STREET
SANDUSKY, OHIO 44870**

Application Deadline: The initial review of applications will be March 9, 2018 and will continue until the position is filled.

JOB DESCRIPTION
The City of Sandusky
Administrative Assistant
Pay Range A5
Public Works

Job Title: Administrative Assistant

Reports To: Facilities and Property Supervisor

Supervises Directly: None

Supervises Through Subordinates: None

Purpose for the Position:

To schedule appointments, field inquiries, take dictation, and otherwise relieve officials of clerical work and administrative and business detail for several divisions within the Department of Public Works. Work requires initiative and independent judgement, subject to final determination by Facilities and Property Supervisor.

Essential Responsibilities:

Answer telephone, respond to e-mails and give information or route inquiries to appropriate staff and place outgoing calls.

Write, type or enter information into computer using keyboard to prepare correspondence, bills, statements, receipts, checks or other documents and copy information from one record to another.

Sort incoming mail as well as prepare outgoing mail for delivery.

Prepare communications as needed for City Commission.

Process tire recycling, Tree City USA and other grant applications and temporary parks display permit.

May take fern, palm and mound rentals and celebration mound rentals orders.

May serve on the Tree Commission or other commissions as clerk.

May monitor grants and assist with draw downs and payment processing.

Process all donations received for Facilities and Properties divisions.

Greet visitors, ascertain nature of business, and conduct visitors to appropriate person.

Prepare purchase requisitions, encumbrances and process invoices for payment and assist with annual budgeting process

May receive and transmit radio messages.

Organize information for agreements as needed and process invoices for payment.

May work with other city personnel to organize City Auction.

May perform timekeeping through Kronos for employees within the Facilities and Properties divisions.

Process payments and consult with residents for new trees.

Perform online sales for vehicles, equipment and miscellaneous inventory for Facilities and Properties divisions.

Prepare monthly reports and track finances for all divisions within Facilities and Properties for Facilities and Property Supervisor.

Receive tree nuisance complaints.

Process all service requests for Facilities and Properties division.

Process bench sales.

Manage all receipts for credit card management for Facilities and Properties division.

Monitor all MSDS information for facility storm water plans.

May arrange travel schedule and reservations.

May compile and type statistical reports.

May keep personnel records.

May record minutes of meetings.

Alphabetize, sort and file various documents in appropriate files.

Photocopy documents and file correspondence and other records.

Operate personal computer, copier and other related office machines.

Produce letters, reports and spreadsheets as needed using computer.

Ability to understand and communicate written instructions.

Related and other duties as required.

Responsible to self-initiate activities consistent with the City of Sandusky's and department's goals and objectives.

Must report for work at required time and date and maintain a responsible attendance record.

The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.

The avoidance of violent behavior that threatens the safety of other employees.

Skills and Abilities:

Perform clerical tasks.

Read or copy information accurately.

Work well with others.

Use logical thinking and personal judgement to perform a variety of office tasks that require special skills and knowledge.

Make decisions based on your judgement and company policy.

Follow instructions without close supervision.

Speak and write clearly and accurately.

Knowledge of modern office procedures, practices, equipment and data processing fundamentals.

Skill in computer data entry and retrieval, filing, typing (correspondence and statistical).

Ability to courteously deal with employees, department heads and public by telephone or in person.

Maintain an effective working relationship with other employees.

To work under stressful conditions, due to time constraints.

Change work frequently; for example typing, taking dictation, etc.

Physical Demands:

Light Work: Exerting up to 20 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time), and/or up to 10 pounds of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time), and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Requires walking or standing to a significant degree, or requires sitting most of the time but entails pushing and/or pulling of arm or leg controls, or requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Reasoning, Mathematical and Language Development are indicative of the general level of development required to do this job. Some, but not necessarily all, areas mentioned in this section will be included in this job.

Reasoning & Development:

Apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Mathematical Development:

Compute discount, interest, profit and loss, commission, markups and selling price; ratio and proportion, and percentages. Calculate surface, volumes, weights and measures.

Algebra: Calculate variables and formulas; monomials and polynomials; ratio and proportion variables; and square roots and radicals.

Geometry: Calculate plane and solid figures; circumference, area and volume. Understand kinds of angles, and properties of pairs of angles.

Language Development:

Reading: Read newspapers, periodicals, journals, and manuals.

Writing: Write business letters, summaries, and reports, using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.

Speaking: Speak extemporaneously on a variety of subjects.

Relationships to Data, People and Things:

Data: *Compiling: Gathering, collating, or classifying information about data, people or things. Reporting and/or carrying out a prescribed action in relation to information is frequently involved.*

People: *Speaking-Signaling: Talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants..*

Things: *Operating-Controlling: Starting, stopping, controlling and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing progress of operations and turning devices to regulate reactions of materials.*

Specific Vocational Preparation:

Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs. Over 1 year up to and including 2 years.

To do this job, you must have the following licenses or certifications before being hired:

Valid Ohio Driver's License

To do this job, you must have the following amount of total education and/or experience: *(If hiring someone into this position, what would be the minimum amount of experience and education that would be required in order for the incumbent to have a reasonable expectation for success.)*

High School Diploma.

Four years of secretarial, accounting and data processing experience or an Associates Degree in related field. OR, an equivalent level of education and experience.

Notary Public for the State of Ohio or the ability to obtain one within six (6) months of being placed in the position is required