

EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids Administrative Assistant – Street Department

The successful candidate will assist the Street Department in providing in-person and telephone customer service; maintaining records, including employees' hours worked and time off, equipment operation, fuel system, compost site activities, and other programs; and generating reports. Utilize GIS and radio communication.

High school diploma or GED is required. Associate Degree in Administrative Assistant, Business Administration, or related field is preferred. Post-high-school formal training in office administration, 2+ years of administrative work experience, and proficiency in Microsoft Suite products will be considered in lieu of an Associate Degree. Prior work experience in an office setting is preferred. Must possess excellent verbal and written communication skills.

Pay rate is \$20.40-\$23.09 per hour, with an excellent benefit package.

A complete job description and application are available at jobs.wirapids.org. Please submit a cover letter, resume, and application by Monday, May 14, 2018, to:

City of Wisconsin Rapids
Human Resources Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
or
Recruitment @ wirapids.org

If you require assistance during the application process, please call 715-421-8215. The City of Wisconsin Rapids is an equal opportunity employer.



Job Description

Position Title: Administrative Assistant
(DPW Garage)

Pay Grade: 5

FLSA Status: Hourly

Union Status: Non-Union

Reports to: Public Works Superintendent

Summary of Position

This individual assists the Public Works Superintendent and represents the Public Works Street Department. The person in this position will work with some independence and must have the ability to organize workload and meet deadlines.

Primary Essential Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provides phone and face-to-face customer service. Responds to questions and complaints from the general public.
- Assists with maintaining and organizing route and maintenance activity maps and data.
- Performs a variety of clerical work, to include data entry, typing, word processing, mathematical computations, customer service, and computer work, including generating and maintaining various forms, memos, and reports.
- Types forms, statements, letters, receipts, vouchers, reports, notices, and other material from copy, rough draft, or general instructions. Composes and types form letters, forms, and other routine correspondence; prepares rough draft narratives and tabulations.
- Files records and documents. Generates and maintains numerous reports in computer systems, including, but not limited to, Microsoft Office, specifically, Word, Excel, and Access.
- Utilize the City's GIS to assist in efficient dispatching and administrative tasks.
- Makes tabulations of posted data and/or arithmetic calculations. Maintains records, including indexing and filing.
- Maintains fuel system and records. Runs daily line testing reports and enters information in Access database. Reconciles all fuel and oil inventory. Runs monthly fuel and oil report. Codes and cuts fuel cards for all vehicles and City equipment. Assigns employees department fuel card numbers and pin numbers. Schedules yearly tank and line testing for state certification. Orders diesel fuel and no-lead fuel by transport tankers. Monitors Veeder Root (Inventory) and Fuel System database.
- Processes payroll forms for Street Department employees. Verifies timesheets, time off forms, and material slips and weight slips from truck drivers, garbage, and recycling trucks. Verifies that the appropriate time is charged to appropriate accounts. Enters overtime into biweekly overtime report located in classification report, utilizing both Excel and Access.
- Prepares and maintains vacation calendar and cards.
- Generates and maintains equipment operation reports and books. Daily records maintenance by operator and mechanics in monthly equipment operation book and Access database. Enters monthly fuel and oil used and machine payroll. Enters materials, labor, fuel, oil used, and machine payroll hours/miles by month into yearly report database.

- Generates yearly Equipment Operation Report by department for total cost and earnings for year.
- Maintains CDL's in Excel spreadsheet. Completes and forwards reimbursement forms and reports to Human Resources.
- Maintains Telephone Recycling and Brush Pick-up lines. Keeps messages up to date with schedules for compost sites, leaf and yard waste pickup, recycling information, and appliance and hazardous material disposal. Returns and responds to calls from general public.
- Receives and responds to all telephone calls and in-person inquiries and provides information on DPW programs, including, but not limited to, snow removal, street sweeping, spring yard waste pickup, Christmas tree pickup, garbage pickup, sewer or catch basin problems, etc.
- Communicates with Digger's Hotline personnel with locations to be marked. Provides detailed data required by Digger's Hotline.
- Maintains radio communication with DPW employees. Answers and responds to calls for Head Mechanic and other employees. Provides employees with notice and instruction for severe weather warnings. Maintains recycling and landfill weight slips records. Enters daily weight and time of dumping for garbage and recycling trucks into Excel spreadsheet.
- Records calls for brush and stump hauling for contractors and performs associated billing.
- Administers compost site activities. Prepares ads for newspaper and public access. Furnishes compost site window tag sign-in sheets. Issues and monitors window tags and forms to Grand Rapids and Town of Saratoga. Enters resident tags issued into database. Keeps records of daily and monthly use.
- Maintains record of salt/sand usage and hours spent sanding by date. Orders salt as needed. Keeps appropriate records for salt storage sites and State Inspectors.
- Maintains equipment record cards and depreciation schedules.

Secondary Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Assists employees and supervisors in the completion of injury and accident reports. Forwards all forms to HR.
- Serves as point-of-contact for confined entries, remains on standby during entry, and corresponds with emergency personnel regarding existing danger.
- Prepares vouchers and reimbursement forms for clothing and/or shoe purchases.
- May work on special projects.

Qualifications

Education/Experience:

- High school diploma or GED is required.
- Associate Degree in Administrative Assistant, Business Administration, or a related field is preferred.
- Post-high-school formal training in Office Administration, 2+ years of administrative work experience, and proficiency in Microsoft Suite products will be considered in lieu of an Associate Degree.
- Prior work experience in an office setting is preferred.
- Must have the ability to obtain Class A and Class B Underground Storage Tank Operator license.

Knowledge/Skills/Abilities:

- Knowledge of office practices and procedures is required.
- Possesses strong verbal and written communication skills. Demonstrates the ability to communicate well with the general public.

- Demonstrates proficiency in the following: Word, Excel, Outlook, and Access databases. Possesses the ability to gain knowledge of an HRIS.
- Demonstrates the ability to learn the City's GIS system software.
- Possesses the ability to develop working relationships and become a productive team member.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, record, and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards. Ability to follow specific instructions and respond to simple requests from others.

Ability to utilize a variety of advisory data and information, such as fuel system reports, purchase requisitions, meeting agendas, minutes, computer software operating manuals, procedures, guideline, and non-routine correspondence.

Ability to communicate orally and in writing with department heads, City officials, City employees, vendor representatives, and citizens.

Mathematical Ability

Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

Physical Requirements

Ability to operate a variety of office equipment, such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer, and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry and typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials, and tasks.

Environmental Adaptability

Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.