



Public Works Department

Director of Administration

Nature of Work:

Coordinates, manages and administers all operations of the Administrative Office of the Public Works Department. This position will report directly to the Director.

Employee performs a variety of administrative and technical tasks, often of a confidential nature. This position requires the ability to work independently, exercise initiative, and independent judgment. Receives and screens visitors and telephone calls for Director, performs general office work, compiles, enters data to generate reports and statistical work products; maintains calendar of events; performs purchasing and budgeting functions; authorizes expenditures and payment of accounts; reconciles purchase requests and invoices; accident and workers compensation forms and inventory. Receives requests from public and assigns work. Maintains all personnel files and payroll files with confidentiality required. Supervisors Office Personnel and Seasonal Personnel. May also transmit orders and instructions with the authority of the Department Director to employees within the department-relieving superior of varied and routine details. This person must be able to deal effectively with the public.

Duties and Responsibilities:

Assist Director with daily operations. Works directly with supervisors of the Water/Sewer and Street Department. Coordinates work with other Departments.

Maintains time cards and employee work records for all Public Works employees, including seasonal workers. Maintains all records for regular time, overtime, sick leave, holiday, and vacation. Prepares reports for Payroll clerk.

Assists Director with yearly budget preparation and prepares all purchase requests/invoices for department.

Supervises Secretary/Administrative Assistant and Seasonal Employees. Responsibility includes interviewing, training, assigning, appraising performance and problem solving.

Communicate directly with Solid Waste Collection Service representative to solve problems with residents within the city.

Desirable Knowledge, Requirements:

Education and/or Experience: Two years of study at an accredited two year or four year college or university, and three years experience performing work related to the described duties preferred. Graduation from high school or acceptable equivalent, with four years experience in work related to the described duties will be accepted. Related education and experience may be substituted on an equal basis.

Ability to understand, give and follow oral and written instructions; read analyze, and interpret correspondence, reports and other general data.

Apply logical thinking to define and solve problems; exercise judgment and discretion with regard to city and department policies and procedures.

Work with limited supervision; ability to carry out detailed instructions. Ability to communicate with the public, supervisors and Alderman.

Considerable knowledge of English, spelling, punctuation, and math. Ability to operate calculator, typewriter, computer, fax machine, copy machine and radio communication equipment.