

**POSITION DESCRIPTION
CITY OF GREENSBURG, INDIANA**

POSITION: Administrative Assistant
DEPARTMENT: Water
WORK SCHEDULE: 7:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT (Computer, Office Machine Operation, Technician)

DATE WRITTEN: January 1997

STATUS: Full-time

DATE REVISED: June 2016

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greensburg provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Administrative Assistant for the City of Greensburg Water Department, responsible for maintaining records and performing various clerical functions.

DUTIES:

Enters various data on computer, including chemicals/supplies received and used, fixed assets purchased, vehicle and equipment maintenance/repairs, weather data, and laboratory analyses. Compiles and/or prints periodic reports and forwards to regulating agencies as required.

Performs various clerical duties, such as typing/copying/filing documents, maintaining employee service records, and logging work orders. Maintains material safety data sheets and sends copy to Fire Chief as required.

Prepares and processes purchase orders, including typing forms, reviewing invoices and other documentation, totaling items, obtaining signatures, copying, filing and submitting to Clerk-Treasurer as required.

Prepares and mails bills for bulk water and parts purchased by customers, and forwards payments to Water/Sewage Utility office.

Answers telephone, providing information and assistance, taking messages, and/or transferring/directing calls to appropriate individual or department.

Periodically assists Operators with light maintenance duties as needed or requested, such as cleaning facility and equipment.

Assists in drawing and delivering samples to an outside laboratory.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Working knowledge of Department policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare correspondence, type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, copier, calculator.

Ability to understand and follow oral and written instructions/directives, and work independently, often under time pressure.

Ability to perform arithmetic calculations, maintain accurate records, and compile and prepare detailed reports.

Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other City departments and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to occasionally work extended, weekend and/or evening hours.

Possession of a valid Indiana driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring clerical duties according to a flexible, customary routine, with priorities determined primarily by supervisor. Work is reviewed for technical accuracy and adherence to instructions/guidelines. Errors in incumbent's work are usually prevented through standard bookkeeping checks and are detected through supervisory review. Undetected errors could result in loss of time for correction.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other City departments and the public for purposes of exchanging and explaining information.

Incumbent reports directly to Superintendent.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment in a water treatment plant, involving sitting for long periods, handling/grasping/fingering objects, close vision and exposure to noise, dust, toxic chemicals and related fumes. Incumbent occasionally works extended hours, evenings and/or weekends, and may occasionally travel out of town, but not overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Administrative Assistant for the Water Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name