



Job Description

Job Title: Administrative Aide I

Department: Public Works

Education Required:

High school graduate or equivalency; completion of two years of high school level business, computer proficiency; at least three years Administrative Aide experience or any equivalent combination of training and experience; successful completion of pre-employment examinations.

Type of

Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

Over-time may be required on occasion

- Exempt
- Nonexempt

General Description:

Under the direction of the Department Director performs work of considerable difficulty in serving as secretarial aide to the Director of Public Works and other designated personnel; performs various clerical duties related to accounts payable and personnel administration.

Essential Functions of the job:

- Promotes and maintains responsive community relations.
- Screens and routes phone calls and emails from the public, other Village departments or other public service agencies, visitors and mail; answers and refers complaints and inquiries to appropriate person.
- Performs diverse administrative work and confidential assignments; protects the confidentiality of all files, records, documents or other related material handled, stored or maintained at Public Works.
- Schedules meetings and appointments, assists in setting up meeting agendas.
- Prepares weekly, monthly and annual reports for the Director of Public Works.
- Acts as liaison to Public Works for employee benefit packages for Health & Dental Insurance.
- Maintains a list of pending requests to assure timeliness in response.
- Writes correspondence of a routine and non-routine nature independently, or from verbal instructions, brief notes; power point presentations and prepares department newsletters.
- Instructs other employees.
- Acts as a receptionist, makes travel arrangements; types and distributes letters, memoranda and reports. Collects data, does research; prepares and completes status reports, and statistical reports as required.
- Designs and drafts new forms as required; acts as secretary to various boards, commissions and agencies as necessary.
- Assists in coordinating special projects and community events.
- Operates various types of office machinery and communication devices.
- Prepares and completes annual status reports; processing mail; preparation of material used by various Boards and Commissions; performs related work as required.

- Manages and processes departmental accounts payable, budgets books, and files: Requisitions, purchase orders and bill payment process, filing in accordance with Village financial procedures to ensure prompt and timely payment of bills; posting updates to the billing ledgers for accurate and updated financial details; training registrations and expenses, travel authorization expenses and documentation.
- Other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in the following: Strong customer service and organizational skills; Proficient in Word, Excel, Publisher, PowerPoint, and other applicable software as needed; Business English, punctuation, grammar, spelling and arithmetic, modern office methods and procedures; knowledge of accounting; following verbal or written instructions; working with limited supervision, considerable skill in typing; taking dictation; maintaining complex and confidential records and preparing important reports; dealing with other employees and the general public; ability to concentrate and analyze situations and determine logical outcomes and solutions; ability to attend to multiple tasks at one time; ability to work independently without specific instructions or direct supervision; performing all phases of administrative work.

Supervisory Responsibilities: This position does not require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully.

Project Management - Communicates changes and progress; Completes projects on time and budget.

Computer Skills: Working knowledge of Microsoft Office and Adobe products. Use personal computers, fax machines, copiers, and other equipment as technology demands. Ability to learn, use and adapt to department specific software.

Other Qualifications:

Ability to read and comprehend instructions, correspondence, and memos. Thorough knowledge of business English, spelling, grammar and punctuation. Ability to compose and prepare effective correspondence. Ability to communicate effectively, both orally and in writing; add and subtract numbers and to multiply and divide. Ability to perform these operations using units of American money and weight measurement, volume, and distance; Ability to deal with problems involving several concrete variables in standardized situations; read, use and file purchase orders, code books, fax, and use administrative and technical manuals; maintain confidentiality in administrative dealings and records; apply principles of rational systems such as in bookkeeping or record keeping.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand and sit for extended periods of time; walk; use hands to finger, handle or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. Have perception and discrimination of color, sound, texture, and form; work in an environment of varying light conditions; close vision ability and ability to adjust focus. The employee must lift and/or move up to 25 lbs.

Work Environment:

The noise level in the work environment is usually moderate.