

**PUBLIC WORKS AND RECREATION DEPARTMENT
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT II

EXEMPT: No

UNION: No

GENERAL STATEMENT OF JOB:

Performs routine clerical and secretarial work in answering phones, receiving the public and providing customer assistance. As Administrative Assistant will process recreation program registrations and assists in clerical processing of Engineering contracts. Performs other job-related tasks as assigned.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

- 1.1 Constructs and composes letters, specific engineering forms and contracts, registration program forms, and other related office materials.
- 1.2 Calculates fees including: program registrations, contract documents, park shelter rental, and municipal building rental.
- 1.3 Answers in-coming calls, routes callers, and provides information as required.
- 1.4 Receives the public and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
- 1.5 Composes agendas and minutes of the Parks, Forestry & Recreation Committee, Airport Commission, Community Safe Routes Committee, and other assigned meetings, as well as news releases for the newspapers. Post all minutes and agendas to the City website.
- 1.6 Maintains inventories and purchases office supplies and materials.
- 1.7 Establishes and maintains files for each department.
- 1.8 Records and reports scores of leagues to the appropriate media.
- 1.9 Aids in swimming lesson and recreation activity registrations and sells season swim passes for the Platteville Family Aquatic Center. Uses ActiveNet online registration program for these duties.
- 1.10 Financial responsibilities include receiving cash from registration fees, park shelter rental fees, contract charges ticket sales, and municipal facilities rentals.
- 1.11 Reserves meeting space for the municipal building and takes reservations with payment as necessary for the facility.

- 1.12 Updates the website pages for the Recreation Department and the Public Works Department.
- 1.13 Uses security software to control access to City Hall. Schedules when City Hall is to be open and controls key cards/fobs for authorized persons.

Section 2. Peripheral Activities

- 2.1 Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Carry out detailed written or verbal instructions. Simple addition and subtraction; copying figures, counting, and recording.

Skill in the operation of listed tools and equipment.

Ability to transcribe dictation; make appointments and process mail; write form letters or routine correspondence; interpret written work instructions. Ability to communicate effectively, verbally or in writing, with customers and suppliers/vendors to negotiate; with general public and community or trade/professional organizations to provide information; with Federal/State governmental or regulatory agencies to negotiate contracts. Ability to use the computer and be knowledgeable of the computer programs used by the department such as MS Word, Excel, Publisher, along with being familiar with the use of the internet. Employee will be familiar with details of the job to do it reasonably well within one year.

TOOLS AND EQUIPMENT USED:

Computer with word processing and data base, copy machine, adding machine, telephone, fax machine, and typewriter.

CONFIDENTIAL DATA:

Employee must be able to maintain confidentiality between staff, patrons, and information processed through the work environment.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with general public/customers; works alone. Employee frequently stands; walks; reaches; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally drives motor vehicles; tastes or smells.

Employee must be able to occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, plus 1 year of other schooling to include secretarial courses, and
2. Related work experience of 1 to 3 years, or
3. Any equivalent combination of education and experience.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to significant work pace/pressure when engineering contracts need to be typed and registrations need to be processed for recreation programs.

POSITION ACCOUNTABILITY:

REPORTS TO: Receives guidance and is supervised by the Public Works Director and Recreation Coordinator.

SUPERVISION EXERCISED: None

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 6/26/01

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