

# City of Caldwell

## Class Specification

<b>Class Title</b>	<b>ADMINISTRATIVE SECRETARY (WASTEWATER TREATMENT PLANT)</b>
<b>Class Code Number</b>	
<b>FLSA Designation</b>	<b>Covered</b>
<b>Pay Grade</b>	<b>Level 3</b>
<b>Effective Date</b>	<b>September 2018</b>

### General Statement of Tasks

Performs a variety of administrative tasks related to the Wastewater Treatment Plant to include clerical, technical, accounting, and project coordination; performs related work as required.

### Classification Summary

The principal function of an employee in this class is to provide administrative support to the Wastewater Treatment Department. Work is performed under the supervision of the Plant Superintendent, but considerable leeway is granted for the exercise of independent judgment and initiative. Notable administrative support is also given for the Assistant Superintendent. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and employees, vendors, contractors, other government agencies, and the general public. The work is performed in an office environment.

### Examples of Work (Illustrative Only)

#### ESSENTIAL TASKS AND RESPONSIBILITIES

- Performs personal and confidential secretarial and administrative support tasks;
- Creates and implements an inventory system that is applicable to operations, maintenance and lab personnel;
- Performs Notary Public duties as requested;
- Learns and implements new tracking software(s) for work orders and labor hours;
- Creates and organizes power point presentations as required;
- Tracks and records CEU's for operators and other licensed members of the team, ensures each licensed individual is current and up to date with state mandates;

- Prepares purchase orders, assigns accounting numbers for all purchases, enters requisition data onto computer network files;
- Completes hard copy files for all requisitions, distributes same to Superintendent, reviews returned copies for payment, and files accordingly;
- Prepares correspondence, reports, lists and other documents as requested;
- Distributes and sorts all incoming and outgoing mail;
- Takes notes and prepares minutes from department meetings;
- Interprets and applies city, department or office rules, policies and regulations in accordance with prescribed procedures and guidelines;
- Tracks and records a wide variety of department or division activities, operations and events;
- Copies, packages and distributes a variety of written materials including reports to regulatory agencies and the Public Works Director;
- Answers department telephone calls, receives and greets visitors and provides information to callers and visitors or makes referrals to other appropriate departments or personnel;
- Gathers, assembles, updates, distributes and/or files a variety of information, forms, records and data as requested;
- Listens to and directs complaints from the public relating to department operations and takes appropriate action to resolve and refer such complaints;
- Collects and researches data for reports as requested;
- Requisitions supplies and materials for the department as requested;
- Assists in the preparation of bids and specifications related to equipment and plant operations;
- Performs cost/product comparisons, confers with vendors to obtain product/service information;
- Interacts with other City departments and departmental personnel in the communication of information and safeguards confidential information regarding personnel issues;
- Schedules hotel and travel arrangements for employees attending schools and conferences and coordinates with Public Works and the Finance Department for travel advances and reimbursement requests;
- Performs all work tasks and activities in accordance with City policies, procedures and safety practices;
- Accepts plans and specifications for construction projects and distributes to applicable departments;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Attends approved meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;

- Communicates and coordinates with others to maximize the effectiveness and efficiency of interdepartmental operations and activities to help keep a positive work environment as well as works as a team member;
- Respects the opinion of others and maintains a positive and professional working relationship with employees, supervisors and others.

## **OTHER TASKS AND RESPONSIBILITIES**

- Performs other related tasks as assigned;

<b>Required Knowledge and Abilities</b>
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- Working knowledge of Microsoft Applications (i.e. Word and Excel);
- Working knowledge of modern office procedures, practices, equipment, and filing systems;
- Good knowledge of general bookkeeping practices;
- Good knowledge of current practices and procedures involved in office management;
- Ability to become a Notary Public;
- Ability to type proficiently and accurately on a keyboard;
- Ability to manage a wide range of persons, including situations in which individuals may be upset over some issue involved with City activities and policies;
- Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel and the public;
- Ability in math to add, subtract, multiply, divide, perform basic algebra and derive percentages;
- Ability to learn City policies and departmental rules, procedures, practices and objectives;
- Ability to understand and follow complex oral and written instructions;
- Ability to operate a personal computer using program applications appropriate to assigned tasks;
- Ability to maintain clerical records of some complexity and to prepare reports from such records;
- Ability to understand and make work decisions in accordance with office rules, regulations, policies and procedures;
- Ability to prioritize and manage multiple tasks;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to learn new asset management software and assist with implementation, operation, and manipulation of the software to function as needed;
- Ability to perform a wide variety of tasks and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- Graduation from high school or GED, supplemented by course work in office management and data processing; **and**
- Minimum of two (2) years experience in the performance of administrative support, project coordination and accounting tasks; **or**
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

- A current and valid driver's license.
- Subject to a pre-employment drug test and background check.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively and effectively respond to verbal instructions;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written and electronic materials and information;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to handle a variety of records and files and to operate a computer;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access office files, visits, and distribution of materials to other City offices.