

Job Description

DPW Secretary

Compensation

\$13.75/hour plus benefits

Definition

To perform a variety of secretarial duties and administrative support for the Department of Public Works.

Supervision Received

Work is performed under the supervision and direction of the Department of Public Works Superintendent or designee thereof.

Example of Duties and Responsibilities

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

- Handle phone calls from residents: complaints and/or questions about leaf and brush pickup, road maintenance, snow plowing, parks, Village trees, and cemetery.
- Generate work orders and file appropriately.
- Communicate with vendors and place orders for inventory as needed.
- Process Right of Way permit applications, organize, and file.
- Track Equipment usage and fuel usage on spreadsheets.
- Complete monthly reports as needed.
- Update and organize existing files as needed.
- Accounts Payable: code invoices for payment, create spreadsheets when applicable.
- Maintain office copy of the DPW vehicle and equipment purchase, maintenance, and repair records.
- Establish and maintain filing systems.
- Data entry.
- Other duties as assigned.

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 a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Required Knowledge, Skills and Abilities

- High school diploma or equivalent required.
- Experience in local government and/or in a field comparable to Public Works is preferred.
- Knowledge of related secretarial and office methods, practices, policies, and procedures.
- Proficient in operating a variety of office equipment, computers and software. (word processing, database, spreadsheet applications, and others as needed)
- Ability to use good judgment in the application of departmental policies and procedures.

- Must be able to do basic accounting, bookkeeping, and mathematical computations with a high degree of accuracy.
- Work effectively in the absence of supervision.
- Communicate effectively both orally and in writing.
- Use correct English grammar, punctuation, and spelling.
- Be able to edit for inconsistencies in grammar, punctuation, and spelling.
- Understand and follow verbal and written directions.
- Effectively communicate with the public in person and over the telephone.
- Must possess organizational skills
- Ability to understand and follow verbal and written instructions.
- Ability to work effectively as part of a team and individually, keeping a friendly and professional attitude with fellow employees and the public.
- Be able to pass physical and random drug testing.
- Good personal hygiene and appearance.

Characteristics of Work

Majority of work is performed in an office environment. May be exposed to workshop/maintenance garage environment occasionally. Subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 25 pounds.