

City of Imperial Beach
POSITION DESCRIPTION

Title: Administrative Assistant (CIP)
Department: Public Works
Division: Capital Improvement Program

GENERAL PURPOSE

This position provides support to the Capital Improvement Project Division by performing a variety of routine to complex administrative, clerical, and programmatic duties related to Capital Improvement Projects within the Public Works Department. The duties include, but are not limited to, multi-tasking between multiple active projects, performing a range of budgetary, fiscal, data processing, word processing, recordkeeping, scheduling, and administrative duties. Performs related project management assistance as assigned.

SUPERVISION RECEIVED

Works under the supervision of the CIP Manager as assigned.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides support to the CIP Division in the form of:

- advertise projects for public bid and distributes contract documents,
- update the bid hotline and web site and prepares plan holder lists
- administrative support for Federal and State prevailing wage requirements
- advertise bid results and document bid opening results
- confirm contractors compliance with license, bond, and insurance requirements
- prepare letters awarding contracts and execute contract documents
- review submitted contract documents for accuracy
- organize executed contract documents and prepare notice to proceed letters
- schedule appointments, meetings, and pre-construction conferences
- routinely copies, faxes, composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy and completeness
- accurately processes payments and other financial transactions in the City's data base management computer system
- files materials into and retrieves materials from established filing systems and develops standard office filing systems for record storage and retrieval on a daily basis
- researches readily available information and distributes as requested
- assists in preparation of department budget and provides ongoing analysis, recommendations and monitoring as requested;

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- coordinate and tracks accounts payable including travel expenses, mileage, and credit card usage; processes all payments to contractors and vendors; ensures all paperwork is completed, research delays or problems, expedite orders, and processes retention release and bond release as necessary; may manage a petty cash fund
- serves as liaison and coordinates activities with the public, other City departments, and outside agencies and organizations providing general and specialized information regarding assigned function that may require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures
- screens calls, visitors, and mail; provides information and assistance to the public, vendors, and other departments; researches and responds to requests or refers complaints and requests to other staff when warranted
- attends meetings, seminars and other meetings as required; may be required to take and maintain minutes for such meetings
- Responds to Public Records Act requests for information on bidding and contracting
- Utilize various computer applications and office equipment including MS Word, Excel, PowerPoint, Publisher, Outlook, and data base management software

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of Microsoft Office Professional and Outlook (word processing, spreadsheet, database, presentation, e-mail and other standard software to create documents and materials requiring the interpretation and manipulation of data); Knowledge of GIS, and project management software as applicable. Knowledge of pertinent Federal, State, County and local laws, codes, and regulations (primarily in regards to formal bidding procedures) and basic functions and organization of municipal government; modern office practices and procedures; correct English usage, spelling, grammar and punctuation; basic arithmetic; recordkeeping methods; and public relations techniques. Perform varied clerical work of average difficulty; operate a calculator; operate a keyboard at a net corrected speed of 40 wpm; understand pertinent procedures and functions quickly and apply them without immediate supervision; maintain accurate records; proofread and detect errors in typing, spelling and punctuation; file accurately by alpha, numeric and subject designations; understand and carry out verbal and/or written instructions; establish and maintain effective relationships with those contacted in the course of work, including all levels of staff, elected officials and the general public; ability to coordinate multiple assignments and meet critical deadlines; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; other duties as assigned.

EDUCATION AND EXPERIENCE

Any combination equivalent to education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Graduation from a high school or GED equivalent with three years of administrative staff support experience; supplemented with one year of college level course work in business, accounting, or public administration or one year of specialized course work in general office practices such as typing, filing, bookkeeping and word processing. Project management experience is desirable.

Licensing Requirements

Possession of a valid California "C" drivers license with a satisfactory driving record.

TOOLS AND EQUIPMENT USED

Personal computer, laser printer; copy machine, postage machine, phone system, voice mail, fax machine, and calculator.

WORK ENVIRONMENT

Physical Conditions:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hear in the normal audio range with or without correction.

Environmental Conditions:

Essential functions may require maintaining physical condition necessary for sitting, bending, stooping, climbing, walking and standing; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings and read a computer screen. The noise level in the work environment is usually quite to moderately noisy office setting.