**City of Sebastopol**

**Job Description**

**Job Title:** Sr. Administrative Assistant/Department Technician

**Division:** Miscellaneous

**Department:** Public Works/Engineering/Sewer/Water

**Location:** Corporation Yard

**Shift:** Daytime

**Reports To:** Public Works Superintendent and Engineering Director

**Prepared By:** S. Kelly/R. Emig

**Approved By:** City Council

**Approved Date:**

**FLSA Status:** Nonexempt

**SUMMARY**

Works under a minimum of supervision performing difficult, complex administrative and technical support duties, including specialized technical work related to sewer and water utility operations, sewer, water and storm water regulatory compliance, capital project management and contract administration, development review, construction permitting, inspection and oversight, and risk management. Provides customer service to the public and City department staff related to the area of assignment. Serves as the Corporation Yard receptionist for telephone calls and visitors and receives inquiries from citizens, answers those inquiries when possible and otherwise directs them to the appropriate department. Attends department and other City meetings as requested. Prepares departments’ correspondence and maintains mailing lists. May operate telecommunications equipment. Coordinates inter-department activities as required and performs other clerical and technical duties as assigned.

**SUPERVISION**

Incumbents in this classification work under direction provided by the Public Works Superintendent, Engineering Director and the City Engineer, and perform journey level administrative and technical support work, which may require the application of technical skills or knowledge of detailed or specialized activities related to the functions of the Engineering, and Public Works departments.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Perform a wide variety of difficult and complex office support duties;
* Prepare and/or edit department correspondence, memoranda, reports or other materials;
* Assist the public in a clear and courteous manner and provides initial point of contact to individuals, developers and others for both telephone callers and visitors to the public counters. Answers or refers questions on such topics as: water and sewer connections, City fees, location of utility services, utility service changes, trees in roadways, street signs, sewer/water leaks, dead animals, parks/pool problems, zoning determinations, permitting processes and procedures, public records, applicable standards, and other related topics. Maintains a courteous and professional manner when dealing with the public.
* Answers department telephones, provide information and direct calls as appropriate;
* Order and track expenditures for office supplies and equipment purchase and maintenance;
* Respond to Customer Service Requests and other requests for information from the public and City department staff;
* Understand, interpret and provide specific information regarding department services or policies to the public or other employees;
* Receive and process applications for various permits and contracts issued by the Corporation Yard Departments, including but not limited to Encroachment Permits, Grading Permits, Engineering Plan Check, Engineering/Public Works Inspection, Qualified Bidders List, Prequalified Consultants’ List, Hydrant Meter Applications and Banner Applications;
* Monitor general Public Works e-mail address for customer correspondence and Underground Service Alert, and forward to department staff as appropriate for response;
* Receive and schedule requests for construction inspections by the City Engineer or Public Works Staff
* Prepare and maintain annual correspondence, testing and inspection records pertaining to the City’s Cross-Connection Control program (Backflow Prevention program)
* Receive and record fees and deposits received for various City applications;
* Maintain a current working knowledge of Insurance Requirements practices established by REMIF, as they apply to issuance of City permits and contracts, and provide analysis and advice on these practices to other City departments upon request;
* Assist with project management and contract administration for various department projects including routine services and maintenance contracts, consultants master agreements, bidders lists and capital projects; prepare contract documents and amendments, edit and prepares bidding and contract documents, perform insurance review for contracts, prepare legal notices for bid advertisement, maintain bidder’s list and correspondence files, maintains file of Prevailing Wage Determinations, review and approves Certified Payrolls, assist at Bid Openings and progress meetings;
* Prepare Public Works Department Payrolls, reviews PW timesheets and ensure that personnel transaction sheets match time sheets; transmit departments’ payroll records to Administrative Services Department upon request;
* Prepare and mail sidewalk repair letters, creek cleanup letters and other routine correspondence upon request;
* Prepare notices of scheduled construction, traffic control, road closures or other planned work to Public Safety and other City Departments, residents and businesses in connection with construction projects;
* Maintain a database of Water and Sewer utility statistics, assists with preparation of various annual and other occasional reports to regulatory agencies and City Council, prepares annual Consumer Confidence Report;
* Maintain department filing systems, prepares new files, maintains index, scans and archives drawings and other file materials;
* Create and modify department forms and processes;
* Schedule and coordinate meetings, classes, training, and interviews;
* Prepare minor draft staff reports and correspondence of a non-technical nature Prepares and transmits legal notices for publication. Operates computer to prepare property owner notification mailing lists.
* Update equipment inventory and maintains related records.
* Operate telecommunications equipment, calculator, bindery, copier machine, fax machine, computer and other related office equipment.
* Update Department Web Pages

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Education equivalent to completion of the twelfth grade, and three years related experience and/or training, or an equivalent combination of education and experience

**LANGUAGE SKILLS**

Ability to read, understand and produce business correspondence, reports and other documents related to department functions; knowledge of the rules of English grammar, punctuation and spelling; knowledge of conventional business correspondence formatting; ability to communicate complex information clearly to customers and department staff, both in writing and orally.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent. Knowledge of simple office bookkeeping methods and practices. Ability to construct and use computer spreadsheets.

**REASONING ABILITY**

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to properly interpret, explain and make decisions in accordance with department policies and practices, city codes, laws and regulations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of a valid California Driver's license.

**OTHER QUALIFICATIONS**

Ability to type, use MAC and/or PC-based word processing software, spreadsheets, and other computer and on-line applications.

Ability to set priorities among multiple tasks with a minimum of supervision.

**PHYSICAL DEMANDS**

The physical demands described 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, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and/or walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Appointment to this position will be contingent upon passing a standard City medical examination.

**WORK ENVIRONMENT**

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.

The noise level in the work environment is usually moderate.