

Employment Opportunity

Public Works/Building Department Administrative Assistant

Job description, qualifications and other requirements are posted on the City website: www.crestoniowa.gov and at www.iowajobs.org

Please submit cover letter and resume or complete application
at the City Clerk's office – Creston City Hall – 116 W. Adams
PO Box 449
Creston, IA 50801

Office Proficiency Assessment Testing is also required; call IowaWORKS at 782-2119 ext.2 to schedule an appointment.

Wage to be based on experience & qualifications. This is a 32 hour per week position.

EOE

Deadline: April 5 at 2 PM

Job Description
Public Works/Building Department
Administrative Assistant

Position Summary

Provides administrative assistance to the Public Works and Building Departments, as well as miscellaneous department-related work, as required. Performs administrative duties as directed, including a variety of detail-oriented clerical work in an office setting, handling of confidential information, and other organizational tasks. This position requires familiarity with organizational procedures and precedents, as well as the ability to handle the described duties independently, while exercising good judgment and initiative.

Duties and Responsibilities

The Administrative Assistant greets and screens visitors; handles telephone calls and mail directed to the Public Works Department; receives complaints and requests for information; researches, compiles and analyzes data for projects and prepares routine reports; and assists in agenda preparation for meetings. The ability to handle a multi-line telephone system in a courteous and efficient manner is a must. Must be able to read maps and provide accurate information to the public. Must be able to understand and prepare legal descriptions of properties in response to public requests. Required computer skills include the ability to regularly perform work in Microsoft Word, Excel, Power Point, as well as such other programs as may be required in the Public Works Department. Must be able to interpret pertinent federal, state and local laws, codes and regulations on a situational basis, or work with legal counsel in more complex cases. Must also be flexible enough to handle other duties as assigned, which may include a variety of clerical and organizational tasks.

Employment Standards

Education/Experience. Qualifications may include any combination of education and experience providing the required skills and knowledge, but typical qualifications are:

1. High School Diploma or G.E.D.;
2. Completion of an Associates Degree from an accredited college supplemented by specialized secretarial/computer training courses;
3. Graduation from an accredited business school/college or trade school with appropriate certificates; or
4. Two years of progressively responsible experience in a business/office/marketing environment.

Basic standards required include, but may not be limited to: Appropriate and correct use of the English language, including grammar, spelling and punctuation; knowledge of

modern office methods and procedures; familiarity with computer equipment and filing systems; knowledge of business letter formats and report writing techniques; ability to proofread complex documents; and familiarity with statistical and record keeping principles and procedures.

Specific skills required include, but may not be limited to: the performance of technical administrative secretarial/clerical work with speed and accuracy; making judgments independently regarding clerical duties such as drafting letters, proofreading, and compilation of data; learning, interpreting and applying organizational policies, laws, rules and regulations; taking responsibility for the compilation and organization of reports; an ability to type accurately and swiftly; making basic arithmetic calculations with or without the use of a calculator, as appropriate; greeting the public in an articulate and courteous manner, both in person and over the telephone; an ability to properly fill out building permit applications; assist contractors and citizens with plat maps and right-of-way information; communicating effectively with federal, state and local agencies, as well as private organizations. Working knowledge of FTP.

Physical capabilities must be sufficient to work in a clerical setting, with or without reasonable accommodations, including but not limited to the ability to lift a minimum of 15 lbs on a regular basis.