



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Administrative Aide

JOB NO: AS040116

JOB FAMILY: Administrative/Specialist

FLSA: Non-exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide highly responsible and complex administrative support for Public Services Administration staff; to provide professional, effective and efficient services to City staff, departments and the general public; provide training and direction to other support staff as needed.

SUPERVISION

General supervision is provided by the Director of Public Works.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Coordinate administrative functions related to Capital Improvement Projects initiated by the Public Services Department. Functions include coordinating funding appropriations, encumbrances, bidding process and processing contract payment vouchers for projects from initiation to completion.
3. Research and verify various information as assigned; research and track costs on special projects including Community Development Block Grants and bond funds; survey other municipalities regarding operational/project-related specifications.
4. Provide skilled and responsible support to Public Services Administration staff; provide training and direction to other support staff as needed; participate in and take responsibility for special projects as assigned.
5. Compose, prepare and review a variety of memorandums, correspondence, reports and documents as assigned; complete various forms; prepare and distribute reports for review and use; handle confidential information as appropriate; compose articles for City publications.
6. Answer questions and provide information to the public; receive citizen and client complaints and questions and refer to appropriate City staff member for resolution.
7. Coordinate, review and process payroll and time reporting records for Public Services Divisions.
8. Participate in annual department budget preparation and administration; assist with monitoring and controlling expenditures.
9. Prepare and maintain a variety of files and filing systems for divisions as needed; prepare, maintain and update various records; research and verify information as requested; purge files as appropriate.

OTHER DUTIES AND RESPONSIBILITIES

1. Serve as Notary Public; notarize a variety of documents related to City business.
2. Participate in a variety of activities involving travel between various City facilities and to other related external business and government agencies.
3. Serve as liaison for the Public Services Department with other City departments, divisions and outside agencies regarding a variety of project funding and administrative issues.
4. Conduct a variety of surveys related to public works operations.
5. Provide staff support on a variety of special projects.
6. Order and maintain office supplies and associated materials.
7. Balance receipts for petty cash; prepare and maintain reimbursement and expense vouchers.
8. Maintain and review work and leave time records for Public Services Divisions; maintain and update personnel files as needed.
9. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

High School Diploma or GED.

EXPERIENCE

Four years of progressively responsible experience providing complex administrative assistance and support to a department or division head.

Type 35 wpm.

LICENSES AND CERTIFICATES

Possession of a valid Class C Texas driver's license.

Possession of a current Notary Public Commission issued by the State of Texas.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic accounting and bookkeeping principles.

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computers and associated equipment.

English usage, spelling, grammar and punctuation.

Business letter writing and report preparation.

Principles and procedures of record keeping.

Skill in:

Maintaining detailed project funding and accounting records.

Typing various reports and correspondence.

Operating various types of office equipment including typewriters, computers, facsimile machines, photocopiers, adding machines and dictaphone.

Ability to:

Tactfully respond to requests and inquiries from the general public and other departments.

Research a variety of information.

Discreetly handle confidential information.

Simultaneously perform a variety of administrative functions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Flexibly adapt to a variety of work situations and interruptions.

Organize work for appropriate and timely completion.

Compose, prepare and review a variety of correspondence and reports.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *reading and writing*
- *communicating with others*
- *operating assigned equipment*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting for extended periods of time*

Director of Human Resources

Date

Department Director

Date

DATE ISSUED: September 1994

REVISION DATE: April 2002