

CITY OF UNALASKA

Position Description

Job Class: Non-Exempt	Job Title: Administrative Assistant II
Supervisor: Office Manager	Department: DPW/DPU
Wage Grade: 5	Full Time/Part Time: Full Time
Probationary Period: 6 Months	Union: IUOE Local 302
DEPARTMENT REVIEW	
Submitted By: <i>Lori Gregory</i>	Date: <i>1/20/04</i>
Reviewed By: <i>DJ McL</i>	Date: <i>1-20-04</i>
HR Approval:	Date:

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check.

The duties listed in this position description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **01-2004**

What is the overall purpose and objective of this position (why does this position exist)?
To provide administrative support and customer service for the Public Works and Public Utilities Departments.

Explain the level of supervision received: **Receives direct supervision from the Office Manager for the Department of Public Works and Utilities.**

Explain the level of supervision this position exercises: **None**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

1. **Receptionist - Serve as receptionist for DPW and DPU departments. Responsibilities include: Telephone - Answer and transfer calls, take detailed messages. Counter - Assist the public and co-workers.**
2. **Radio - Monitor radio and take detailed messages.**
3. **Filing - Maintain centralized capital project and operation files for DPW and DPU. Maintain index to all files.**
4. **Mail - log outbound, sort incoming. Copy and address outgoing correspondence.**
5. **LPO's - Prepare, maintain log, match and reconcile invoices.**
6. **MRO's - Prepare, maintain log, match and reconcile invoices.**
7. **Work Requests - copy, distribute, and maintain log. Prepare weekly listing of outstanding work requests.**
8. **Work Orders - reconcile non-vehicle work orders.**
9. **Assume responsibility for other office positions as required.**

Does this position have access to confidential information? Yes **X** No If yes, please provide detail. **May have access to confidential information through job duties relating to the issuance of MRO's and LPO's, and through filing and other administrative support functions.**

Does this position have access to or handle City funds? Yes **X** No If yes, please provide detail. **Has limited access to City funds through the issuance and reconciliation of MRO's and LPO's for the department.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes **X** No If yes, please explain. **Must be able to communicate effectively in writing and verbally with the public and co-workers.**

What are the minimum qualifications necessary for this position?

Education and Experience:

- ✓ **High School Diploma or GED equivalent.**
- ✓ **Valid Alaska Drivers License or ability to obtain one within 30 days of employment and prior to operating any City vehicle.**

- ✓ One year of professional office experience.
- ✓ Other combinations of education or experience that could provide the knowledge, skills and abilities will be evaluated on an individual basis.

What are the preferred qualifications for this position?

- ✓ Two or more years of professional office experience, in a public sector environment.
- ✓ Previous bookkeeping experience.

List the necessary knowledge, skills, necessary training, and abilities to qualify for this position.

- ✓ Ability to work effectively with the public in a courteous, efficient, and professional manner.
- ✓ Ability to establish and maintain productive working relationships with City of Unalaska officials, staff, and the public.
- ✓ Ability to learn and implement multiple department procedures.
- ✓ Must have strong organizational skills.
- ✓ Ability to maintain professionalism under pressure.

List any required skills (typing, computer skills, diesel mechanics, etc.):

- ✓ Knowledge of office practices and procedures.
- ✓ Ability to use basic office equipment including, but not limited to: fax machine, multi-line telephone, adding machine, typewriter and copier.
- ✓ Knowledge of general record keeping and filing systems.
- ✓ Must be proficient in a Windows environment, including Word, Excel, Outlook, and database software.
- ✓ Must be able to operate a motor vehicle.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	<input checked="" type="checkbox"/>	Bilingual	<input type="checkbox"/>
Analytical Ability	<input checked="" type="checkbox"/>	Interpersonal Skills	<input checked="" type="checkbox"/>
Communication Skills	<input checked="" type="checkbox"/>	Dexterity	<input checked="" type="checkbox"/>

Describe the requirements of this position which make these factors important:

Must be able to communicate and use sound judgment with the public and co-workers. Good interpersonal skills are important due to high visibility of position. Ability to learn and implement multiple department procedures. Dexterity is necessary for typing, filing, and copying. Good interpersonal skills are important due to high visibility of employee.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. A Valid Alaska Drivers License or the ability to obtain one within 30 days of employment and prior to operating a motor vehicle.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e. working environment, hours of work, travel, work space, inclement weather, etc.)? Yes X No If yes, please explain: **Working conditions are consistent with a normal office environment. Occasional emergency or non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength

- a. Standing ☒ 15% of time
- Walking ☒ 10% of time
- Sitting ☒ 75% of time

- b. Lifting ☒ 20 lbs.
- Carrying ☒ 20 lbs.
- Pushing ☒ 50 lbs.
- Pulling ☒ 50 lbs.

- 2. Climbing ☒
- Balancing ☒

Must be able to access files with step ladder.

- 3. Reaching ☒
- Handling ☐

Must be able to reach for files.

- 4. Stooping ☒
- Kneeling ☒

Must be able to access files.

- | | | |
|------------------|-------------------------------------|---|
| Crouching | <input type="checkbox"/> | |
| Crawling | <input type="checkbox"/> | |
| 5. Speaking | <input checked="" type="checkbox"/> | Communicating with the public and co-workers. |
| Hearing | <input checked="" type="checkbox"/> | |
| 6. Seeing | <input checked="" type="checkbox"/> | Must be able to see to use computer, read directions, invoices, etc. Depth perception is necessary to determine capacity of files, storage, etc. Color vision is helpful, but not mandatory. |
| Depth Perception | <input checked="" type="checkbox"/> | |
| Color Vision | <input checked="" type="checkbox"/> | |

HISTORY SUMMARY

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| 07-2001 | Included probationary period on page 1. Changed "Department Head Approval" to "Director Approval" on page 1. Updated drug testing language. removed percentages from job duties on page 2. |
| 1-2004 | Removed "incumbent" from page 1. Included "Selection Guidelines". Changed JD format into new format. Increased minimum qualifications. Minor language changes. |
| 1-2004 | Included language about confidential information and access to City funds. Included customer service and other standard language. Changed footer. |