



JOB TITLE: Part-time Administrative Assistant	FLSA CLASSIFICATION: NON-EXEMPT
DEPARTMENT: Public Works	REPORTS TO: Public Works Director
	SUPERVISES: N/A

SUMMARY

The Public Works Administrative Assistant provides part-time administrative support to the Public Works Director and department staff to facilitate the efficient operation of the Public Works Department. Responsibilities include answering and directing phone calls, performing data entry, maintaining accurate digital records and files, coordinating schedules and tasks, and responding to inquiries from the public and staff. The position requires attention to detail, effective communication, and organizational skills.

ESSENTIAL JOB DUTIES

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. The Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

- **Customer Service and Communication:** Serves as the primary point of contact for Public Works inquiries by phone, email, and in person. Provides information and assistance, direct inquiries to the appropriate staff member, and relays messages as needed.
- **Data Tracking and Reporting:** Compiles, maintains, and reports department data, including employee timesheets and water sample records.
- **Permits:** Processes right-of-way and land disturbance permit applications.
- **Scheduling and Coordination:** Coordinates and schedules work order requests, including sewer and water inspections, water meter requests, meetings, and other activities as assigned.
- **Administrative Support:** Prepares, scans, copies, and prints documents. Manages incoming and outgoing correspondence.
- **Other Duties:** Performs other related duties as assigned to support department operations.
- **Punctuality and reliability are essential requirements for this position.** The schedule consists of two 9-hour workdays per week, totaling 18 hours weekly.

QUALIFICATIONS

Required Skills and Abilities:

- Ability to communicate effectively, professionally, and courteously, both verbally and in writing, with directors, staff, customers, vendors, and the public.
- Ability to perform general administrative functions with office equipment
- Demonstrates proficiency in computer applications, including the Microsoft Office Suite and the ability to learn new office software programs as needed.
- Strong attention to detail with the ability to identify and correct errors in written documents and data entry while maintaining accurate records and organized files.
- Ability to work productively with minimal supervision.
- Ability to research issues and solve problems.
- Ability to type with speed and accuracy.
- Ability to work cooperatively with all city staff.



Required Education and Certification:

- High School diploma or GED.
- Three (3) years' experience in an administrative support setting.
- Ability to perform the essential functions of the position, with or without reasonable accommodation, under the working conditions described herein.
- Will be required to successfully complete a criminal background check.
- Ability to read, write, speak and comprehend the English language.

Physical Demands:

This work requires periodic lifting of up to 25 pounds; work regularly requires sitting, speaking or hearing, handle or feel and repetitive motions, frequently requires walking and reaching with hands and arms and occasionally requires standing and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken work levels; work requires preparing and analyzing written or digital data, operating office equipment and observing general surroundings and activities.

Work Environment:

Work is generally performed in an office environment with standard office equipment and furnishings available.

The City of Dayton is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, reasonable accommodations are offered to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with the employer.

I have read this job description and fully understand the requirements set forth herein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand this job description does not constitute an employment contract with the City of Dayton.

Employee Signature

Printed Name

Date