



Part-time Public Works Administrative Assistant

General Definition of Work

The City of Dayton is hiring a dedicated part-time Public Works Administrative Assistant to support the Public Works Director and Department staff with daily operations. This position handles a variety of administrative duties including answering phones, data entry, maintaining digital files, task scheduling and responding to inquiries.

Qualification Requirements

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

Essential Functions

- Provides customer service for the Public Works Department by answering phone calls, e-mail and in-person inquiries and requests for information; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate
- Statistical tracking and reporting, including timesheets, water sample data & performance charts
- Process and issue right of way and land disturbance permits
- Scheduling work order requests, sewer & water inspections, water meter requests, hydrant meter requests, meetings and other requests as assigned
- Performs administrative support work including: typing, e-mails, scanning, mailing documents, maintaining files, copying, printing, and retrieving data or documents as needed.
- Prepare effective presentations using Powerpoint.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to provide excellent customer service to all city customers and employees.
 - Ability to perform general administrative work with knowledge of governmental principles and practices.
 - Experience with Microsoft Office suite of software.
 - Considerable ability to detect and correct errors in both written documents and data entry and to maintain accurate records and files.
 - Ability to work under own initiative with minimal supervision. Ability to research issues and problem solve.
 - Ability to operate a personal computer and other office equipment, including telephone, 10-key calculator and copier.
 - Ability to type with speed and accuracy. Ability to provide considerable attention to detail.
 - Ability to work cooperatively within the department and with other departments as needed to complete assigned tasks.
 - Ability to communicate with supervisors, staff, customers, vendors, and the general public in an effective, tactful and courteous manner, both verbally and in writing.
 - Ability to attend work punctually and regularly. Work week is a 18-hour week.
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Minimum Qualifications

- High School diploma or GED. Three (3) years' experience in an administrative support setting. Preferred education: Two (2) years of post-secondary education and/or a combination of work experience and education.
- Ability to socially, physically and mentally perform all essential functions under working conditions as described herein.
- Will be required to successfully complete a criminal background check.
- Ability to read, write, speak and comprehend the English language.

Physical Requirements

- Generally, the position requires light lifting, usually less than 10 pounds, with up to 50 pounds on occasion.
- Work regularly requires sitting, speaking or hearing, handle or feel objects 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 word levels;
- Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities;
- Work has no exposure to environmental conditions

Special Requirements

Possession of a driver's license valid in the State of Minnesota.

Pay Grade = 1
