



City of Lemon Grove

Class Title: Public Works Secretary

GENERAL PURPOSE

Under general supervision, perform a variety of routine and complex clerical, secretarial, and administrative work in keeping official records, providing administrative support to the Public Works staff, and assisting in the development and administration of policies, procedures and programs related to engineering, streets, grounds, sanitation, street lighting and NPDES.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Public Works Director or other designated supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Respond to inquiries regarding public works and engineering projects and issues;
- Provide responsible staff assistance to the Public Works Director;
- Compose, type; and edit a variety of correspondences, reports, and other materials;
- Maintain inventories and order office supplies and materials;
- Input and process department requisitions;
- Coordinate, direct, and train office subordinate staff;
- Perform general clerical duties including typing, mailing, filing, copying, and maintaining department records;
- Prepare and submit service requests for repairs and maintenance of public infrastructure facilities such as sewer lines, traffic signals, street lights, grounds, parks, and street pavement; and
- Perform related work as required.

EDUCATION AND EXPERIENCE

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from high school or GED equivalent , with specialized course work in general office practices such as typing, filing, and bookkeeping;
- Two years of increasingly responsible related experience, preferably in a governmental or municipal setting; and
- Bilingual preferred, but not required.

LICENSES OR CERTIFICATION

Possession of a valid Class C California driver's license

KNOWLEDGE OF:

- Basic filing, secretarial practices and organizational skills
- Modern office procedures, methods and equipment, including computer equipment; and
- Microsoft Office programs, including Word, Excel, and Outlook.

ABILITY TO:

- Perform detailed and accurate work;
- Effectively meet and deal with the public;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with staff and the public;
- Utilize personal computer, 10-key calculator, and other miscellaneous office machines;
- Exercise good judgment and prioritize daily functions; and
- Maintain confidentiality regarding a variety of employee and personnel issues.

TOOLS AND EQUIPMENT USED

Basic office equipment, including office telephone, personal computer, printer, 10-key calculator, facsimile, copier, and postage machine.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Requires frequent lifting, pulling, and/or pushing objects that are 20 pounds. Required to work at a computer for prolonged periods of time generating reports and documents. Frequently required to sit, stand, reach, lean, twist, turn, bend and kneel, use hands to finger, handle, grasp, feel or operate objects, sit for prolonged periods of time. Hear and speak to vendors, the general public and City staff on the telephone and in person. Read documents, specifications, reports, contracts, correspondence, memoranda, and other records. Requires vision (which may be corrected) to read small print often found on documents. Operate a multitude of office equipment.

Work Environment

- Generally quiet office environment that can be fast paced; and
- May require minor travel with use of personal vehicle.

GUIDELINES

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

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

Approved by Lemon Grove City Council: June 4, 2013