

## **POSITION DESCRIPTION**

### **CLASS TITLE: PUBLIC WORKS DATA ANALYST I/MANAGEMENT ASSISTANT**

Department: Public Works

Class Number: Full Time

**Non-Union/Confidential** Date: January 2019

Location: City Hall

### **CHARACTERISTICS OF THE CLASS:**

As Data Analyst, has the responsibility for analyzing department budgetary, compliance, project or other data as requested by the Director or Supervisors and preparing appropriate spreadsheets, reports or graphs.

As support staff to the Director and Supervisors, performs a variety of routine and complex administrative work, coordinating projects as assigned, keeping official records, and providing administrative support to the Director and other Supervisors as necessary. This position is required to work cooperatively in a team-oriented environment, assisting other personnel and/or departments as necessary.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the Technical Administration Supervisor who reviews work for conformance to departmental policies and procedures through observation of work methods and completed tasks. Receives direction from Public Works Director, and all Supervisors, all of whom jointly assign non-routine tasks.

Note: It is not the intent of this description to list every task involved in this position. Those duties listed are intended only as illustrations of the various types of work that may be performed; omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **SUPERVISION EXERCISED:**

There are no supervisory responsibilities with this position. May be required to supervise part-time administrative personnel, intern or volunteer.

### **ESSENTIAL FUNCTION TASK STATEMENTS/DUTIES AT THIS TIME:**

1. Types and/or composes correspondence, bid specifications, contracts, reports, minutes, memos and other material as assigned from information supplied by rough draft, written or oral instructions using personal computer for word processing and other programs as necessary; applies knowledge of departmental operations and judgment in preparing material as to format and content.

2. Posts purchases to cost accounting accounts for all departments within Public Works, tracks vehicle and equipment expenditures in equipment software program, produces reports of entered data for tracking and analysis.
3. Acts as telephone and office receptionist, receiving public, answering and directing callers, completes park reservations, applies knowledge of departmental operations in answering public inquiries; obtains information from callers for departmental records.
4. Assists with the preparation of agendas, publishes meeting notices and attends meetings and types minutes for various meetings; notifies committee members of meetings with mailings of all pertinent information as required. Assists with setup of Council Chambers for meetings.
5. Assembles, posts to, and maintains a variety of files and records, including safety records including confidential medical information, purchase orders, personnel records, meeting minutes, archives, project files, legal records and associated documents and other similar material; maintains confidentiality as to information and records.
6. Tracks required department reports for local, State and Federal agencies. Prepares required notifications and maintains records of submitted reports.
7. Operates various office machines in performance of assigned tasks, such as copy machine, typewriter, calculator, video recorder, tape recorder, cellphones, computer, including word processing programs and database formats, and tablets.
8. Performs other office administration tasks such as filing, project tracking, transcription, copying and budget preparation, scheduling and organizing meetings for Management staff.
9. Coordinates the research, data collection, and preparation of communications, reports and other written or visual material needed for public presentations or special projects.
10. Assists the Public Works Director and other Management personnel in arranging meetings, appointments, advertisements, travel preparations, and employee and applicant interviews and tests. Works cooperatively with outside agencies in scheduling and arranging meetings and conferences.
11. Manages the acquisition, installation and maintenance of the organization's information technology equipment, including but not limited to software, hardware, and all ancillary devices in conjunction with the City's IT Coordinator.
12. Ensures department technology documents/certificates such as product registrations, SSL certificates, maintenance agreements, service contracts, etc. related to technology operations and/or technology services are evaluated, updated and processed.
13. Collects pertinent information on City issues, researching subject matter and conferring with individuals and City representatives involved to develop solutions.
14. Maintains and updates public works web site information.
15. May be assigned special projects as necessary.
16. Supports the Public Works Director in matters relating to negotiations of collective bargaining agreements.

17. Acts as a back-up cemetery contact by scheduling services, handling grave location inquiries and maintaining and updating cemetery records.

### **OTHER IDENTIFIED TASK STATEMENTS/DUTIES**

1. Operates a vehicle to run errands.
2. Serves in backup capacity for other support staff in the event of vacation or sick leave or as needed.
3. May serve when needed as a member of a task force or committee composed of city, county, state or private groups; may serve as a member of various staff committees as assigned; may attend professional development workshops and conferences to keep abreast of trends of personnel management and recorder functions.
4. Monitors airport hangar and ground lease renewals; prepares lease renewal forms; publishes notices of hangar lease vacancies; maintains hangar lease waiting lists.
5. Other duties as assigned.

### **KNOWLEDGE, SKILL, AND ABILITIES:**

The following knowledge, skills, and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities.

#### **KNOWLEDGE:**

- Computers and electronic data processing
- Office practices and procedures
- Business English, grammar, spelling, punctuation, and composition
- Public relations techniques and effective public service policies

#### **SKILL:**

- Typing 60 wpm - net
- Operation of calculator
- Operation of personal computer: Microsoft Word, Excel, Access, PowerPoint, Publisher, fleet management software and AS400 software
- Operation of copying equipment
- Operation of FAX machine, telephone
- Operation of motor vehicle.

#### **ABILITY TO:**

- Derive pertinent information from people
- Learn departmental policies and procedures
- Learn departmental record and filing system
- Understand and follow oral and written instructions

- Make decisions independently in accordance with established policy
- Complete new tasks with limited supervision;
- Learn city ordinances and resolutions and their application to departmental policies and procedures;
- Learn to apply departmental policies and procedures in preparing material as to format and content;
- Work cooperatively and effectively as a team member;
- Work harmoniously with public, co-workers and supervisors;
- Work under pressure while remaining composed and effective;
- Learn departmental budget and payroll classification system;
- Handle verbal abuse from public;
- Organize and plan own work schedule to meet work flow demands in timely and efficient manner;
- Maintain confidentiality regarding organizational and departmental records and information;
- Effectively communicate and cooperate verbally and in writing, with public, staff, business community and development entities;
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding, and independent decision making;
- Perform essential functions of this position with or without accommodation.

**TOOLS AND EQUIPMENT USED:**

Personal computer, including Microsoft and other data base software, NEOGOV, NOVAtime, Adobe Acrobat Pro, Video recording equipment, 10-key calculator; phone, copy machine, fax machine, tablets, computer, motor vehicle (with valid driver's license or the ability to obtain one and a good driving record for insurance purposes).

**PHYSICAL DEMANDS:**

The physical demands described here 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 functions.

The work is performed mostly in an office setting. While performing the duties of this job, the employee is frequently required to sit and talk, walk, hear, use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; kneel, bend, stand, push, and pull, and drive a motor vehicle. Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet; standard office atmosphere; may be subjected to occasional verbal abuse from public.

**MINIMUM QUALIFICATIONS:**

Pass typing test at 60 wpm net; proficient in Microsoft Office; two years experience in office and administrative work; training in secretarial and office practices and personal computers; or any equivalent combination of related education and experience which demonstrates provision of the knowledge, skills, and abilities listed above. Degree in Business Administration or similar preferred. Pass the Secretary of State's Notary Public examination within sixty (60) days of hire.

**SELECTION GUIDELINES:**

Formal application, supplemental application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.