



City of Pittsfield *Job Description*

Position Title:	Administrative Assistant	Grade Level:	03/80
Department:	Public Services	Union/Non-Union:	S&P
Reports to:	Commissioner, DPS Superintendent	Date Prepared:	02/2017

Job purpose

Performs moderately complex clerical duties in accordance with standard office procedures, requiring a moderate degree of decision making under general supervision.

Duties and responsibilities

1. Performs a variety of clerical duties requiring a moderate degree of decision making and knowledge the functions of the department & divisions, including but not limited to preparation of forms and other documents related to the department matters neatly and accurately, compilation of statistical & standard record reports for submittal to state & federal agencies or other municipal offices and departments, posting & maintenance of general records.
2. Provides primary customer service interface, in person or by telephone, to residents, businesses, vendors and other departments regarding public services information and operations.
3. Tracks employee hours, overtime, and benefit information for payroll preparation. Maintains payroll records, including confidential personnel information.
4. Performs duties in which typing or keyboarding is or may be required, including but not limited to preparation of memorandum, letters & reports and computer data entry. Manages social media communications to the public.
5. Preparation and on-going tracking of the budget(s) for DPS; Maintains financial accounts & records, prepares and verifies accuracy of outgoing bills for department services and work, solicits price information for the purchase of materials and supplies and prepares purchase requisitions, places orders with vendors for approved purchases, receives supplies & materials and checks receipts against purchase orders for accuracy and completeness, prepares invoices and bills for payment, reconciles discrepancies in payments.
6. May dispatch Public Services employees and private contractors during snow and ice operations, as well as other inclement weather or emergency situations.
7. Performs other duties as assigned or required.

Qualifications

1. High school diploma or equivalent
2. Through knowledge of modern office practices & procedures, business English, spelling & arithmetic as demonstrated through prior applicable experience or successful completion of appropriate educational courses or education.

3. Knowledge of bookkeeping.
4. Reasonable speed and skill in the operation of a typewriter or keyboard; working knowledge of Microsoft Office, MUNIS, and other relevant computer software necessary to complete job functions.
5. Ability to work & carry out routine administrative details and functions without constant & direct supervision.
6. Ability to perform simple mathematical calculations, file & maintain records, and operate state of the art standard office equipment and machines including word processors.
7. Ability to establish & maintain a cooperative and pleasant attitude and working relationship with the public and other employees.

Working conditions

This is an office-based job in a dynamic municipal building. While performing the duties of the Administrative Assistant, the incumbent is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the City.

Physical requirements

Operates standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

Direct reports

None

Approved by:	<i>Michael J. Taylor</i>
Date approved:	02/2017
Reviewed:	02/2017