

City of WILLMAR

P W CLERK-SECRETARY

Position Title: Clerk-Secretary
Department: Public Works/Engineering
Department Head: Public Works Director
Immediate Supervisor: Public Works Director
Pay Range: 4 FLSA Status: Non-exempt

APPROVED:	<u>April 5, 2000</u>
REVISED:	<u>January, 2014</u>
REVISED:	_____
REVISED:	_____

Purpose

Performs office support for the Public Works, Wastewater Treatment and Engineering Departments. Processes various reports and related documents including construction/vehicle specifications, handling/directing phone calls, meeting agendas/minutes and tasks as assigned.

Organizational Relationships

Reports to: Public Works Director. Communicates with: *Internally* – City Administrator, Department Directors, Senior Technician, Public Works Superintendent, Wastewater Treatment Plant Superintendent; Administrative Assistant, City Attorney, Mayor and City Council and other City personnel; *Externally* – Municipal Utilities staff, “West Central Tribune,” consulting engineering firms and architects, contractors and suppliers, County offices, vendors, various offices of the Minnesota Department of Transportation, Minnesota Department of Revenue, Kandiyohi Area Transit and Rice Memorial Hospital.
Supervises: None

ESSENTIAL FUNCTIONS

Calculate sales and road tax and issue proper forms to State monthly. Assist in state audit.
Maintain fuel system: calculate fuel prices; encode and issue keys; validate employee use; keep records of identification numbers; keep/update records of vehicles and identification numbers; prepare monthly reports of fuel usage by vehicle, driver and account; and prepare billings for city departments and outside users to accounts receivable.
Assist Public Works Committee: prepare agendas, and minutes for supervisor’s approval.
Type/compile specifications for street/utility line construction, city equipment purchases, trees requirements, sanitation service, various quote requests and requests for proposals.
Type correspondence, memos, reports, documents, forms, resolutions, policies, etc. Ensure legal documents are recorded.
Develop timeline to follow and monitor project deadlines; follow legal procedures for bidding, and awarding, prepare contracts for projects, quotes, and other purchases or services and monitor for correct payment and deadlines.
Prepare bid tabulations and review contractor/suppliers calculations; prepare permit forms; design format and prepare contractor payments; prepare agreement; type budgets and follow expenditures through project close out, prepare necessary easements.
Collect expenses, employee time records, right-of-way costs and other financial data necessary for reimbursement of projects costs from State funds.

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ESSENTIAL FUNCTIONS (Continued)

Coordinate the brush site attendants and workdays, tally site use, collect and calculate their pay on timesheets.

Update required staff members in drug testing program. Initiate testing upon notice from consortium, send results and keep official records.

Prepare news releases and snow emergencies to ensure the proper entities are notified. Post on the website, fax and electronically send to subscribers.

Assist with annual reports for bridge inventory, needs, and access to State reports of financial database.

Tabulate the work summaries of each employee of the Public Works Department and develop into monthly and annual spreadsheets according to task hours.

Code invoices to appropriate budget expenditure for departments/projects; prepare monthly billings; and other miscellaneous billings that arise to be invoiced.

Prepare forms for fixed assets additions/deletions and requisitions.

Receive complaints and when in violation locate property owner in County system, mail certified notice of violations according to ordinance, track correction and close violation. Submit billing upon correction by staff.

Assist with department timesheets: collect for signature and make copies as requested.

Input parcel numbers into County system to obtain list of property owners/legal descriptions for official assessment; check parcels for assessments; assist in calculations of footages to unit prices and street totals; and input parcel number to obtain labels from County for improvement notices.

Input dollar figures of assessment against parcel in computer; ensure that total balances with clerk's figures, mail assessment hearing and final assessment notices; and publish hearing notices.

Greet and answer questions of the public and assist with telephones. Assist with parking tickets receipting cash/checks for various payments, building permit applications and collection.

Arrange meetings/interviews, set up employee registrations and reservations. Mail-sort, open and prioritize.

Assist in preparation of correspondence, minutes, agendas, memos, etc. in absence of other staff.

Maintain inventory of Public Works and Wastewater Treatment equipment, signs and supplies/parts.

Coordinate parade participants and units for the Willmar Fests parade.

Record all city sump pump certificates, maintain map and process necessary requests for permits or violation letters.

Maintain department's files and petty cash.

Other Duties and Responsibilities

Performs other related duties as assigned by Supervisor or as apparent.

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Required Knowledge, Skills and Abilities

Knowledge of secretarial and accounting practices, procedures and duties.
Knowledge of applicable federal and state statutes, state/federal drug policy, municipal code, City ordinances, departmental policies and procedures, and relevant reference materials.
Knowledge of the department's structure and operation and City's overall structure.
Skill in assembling data and preparing accurate records and reports.
Skill in operating a variety of office machines and computer programs.
Skill in organizing and managing work flow.
Skill to communicate verbally and in writing.
Ability to perform clerical/bookkeeping work of average difficulty.
Ability to understand and follow verbal and written instructions.
Ability to organize assignments and complete in a timely manner.

Machines, tools and equipment used: Computer, typewriter, two-way radio, calculator, postage scale, fuel key encoder, laminator, various copy machines, punching/binding machine, envelope sealer, fax and telephone.

MINIMUM QUALIFICATIONS

A combination of education and experience equivalent to an associate's degree and three years of progressively responsible general administrative and clerical experience. Good customer service and general skills.

Working Conditions

Work is performed in typical office environment. Performs a variety of physical and repetitive movements to carry out office tasks, keyboarding/typing, and handle departmental files and records. Uses near vision, hearing and sense of touch.