

CITY OF STEUBENVILLE

An Equal Opportunity Employer

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POSITION DESCRIPTION

Position Title:	Administrative Assistant	Employee Name:	
Class Title:	Administrative Assistant	Bargaining Unit Status:	Non-Bargaining
Dept./Div.:	Water/Wastewater	FLSA Status:	Non-Exempt
Reports to:	Utility Director	Status:	Full-Time

JOB RESPONSIBILITIES:

Under general direction, maintains department files and records, and clerical support to Utility Director for the Water And Waste Water Departments; prepares payroll; provides assignments and direction to staff of departments as to daily job tasks; participates in confidential meetings with or on behalf of Utility Director related to operations of departments; prepares confidential and routine reports; etc.

QUALIFICATIONS:

Completion of secondary education or equivalent (high school diploma or GED); one (1) or more years of training and/or experience related to city government operations or administrative and clerical support; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101:

- 20% 1. Provides administrative and clerical support (e.g., assists in administering Water and Wastewater department programs; answers phones and directs calls to the appropriate person; assists the public, city officials, and other individuals in person and over the phone by answering questions; compiles and prepares reports; receives, processes, and sends mail; prepares and distributes complex, detailed, confidential, or routine correspondence as required; etc.); completes special administrative or confidential projects as requested; performs typing and other clerical work.
- 10% 2. Prepares preliminary payroll related documents/reports related to City Utility employees and coordinates with City Finance Department to prepare and disburse payroll; administers uniform allowance and other certification/licensure pays; receives, tracks and approves/disapproves employee leave requests; etc.
- 10% 3. Supervises the activities of lower level department personnel (e.g., schedules and assigns tasks; provides or assigns others to provide training; recommends discipline or corrective action (e.g. counseling or performance improvement plans) to Utility Director and/or designee within water/wastewater departments; provides input into employee performance evaluation ratings; prepares responses to grievances, etc.); oversees day to day field operations; etc.
- 10% 4. Participates in confidential meetings with or on behalf of Utility Director with other public or external entities such as Ohio EPA; prepares confidential documents related to Utility Department compliance and operations matters (e.g. prepares reports for EPA; prepares documentation regarding utilities rate costs and proposed increases, etc.); serves as a liaison for departments on behalf of Utility Director related to meetings with outside entities; etc.
- 10% 5. Attends City council meetings with or on behalf of Utility Director; prepares confidential reports

Date Adopted: _____

Developed by:

Date Revised: _____

Clemans, Nelson & Associates, Inc.

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and documents for City Management and City Council regarding operations of City utilities; etc.

- 5- 6. Serves as a member of City collective bargaining negotiations teams related to negotiations with
10% Union's representing employees in utility services and distribution (e.g. prepares negotiations notes, prepares confidential financial costings and economic proposal evaluations; prepares materials for fact finding and conciliation hearings on behalf of City); etc.
- 5- 7. Administers the drug testing program related to employees in City's utilities
10% divisions/departments.
- 5- 8. Performs other general office duties as assigned; orders office supplies; conducts inventory; etc.
10%
9. Maintains required licensures, certifications, etc.
10. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
11. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Certifications or licensure requirements as determined by the Utility Director and/or City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES: (* indicates developed after employment).

Knowledge: department practices and procedures;* basic accounting; accounts payable practices and procedures; office practices and procedures; records management; public records laws; English grammar and spelling; Microsoft Office products, with particular emphasis on Microsoft Excel; payroll processing software*; Ohio EPA Rules and Regulations;* payroll practices and procedures.*

Skill in: typing; data entry; computer operation; use of modern office equipment.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; calculate fractions, decimals, and percentages; maintain records

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according to established procedures; maintain confidential information in accordance City policies; with communicate effectively; answer routine telephone inquiries; resolve complaints.

EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.

Computers, calculator, 10-key adding machine, printers, copy machine, fax machine/scanner, telephone, postage machine, and other modern business office equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee works with and around chemicals found in an office environment (toner, correction fluid, etc.); the employee is required to lift, carry, push, and pull file boxes up to twenty (20) lbs; the employee may occasionally experience hostility from the general public.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by me. My signature below signifies that I have reviewed and understand the contents of my position description.

(Employee Signature)

(Date)

Date Adopted: _____
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