

**City of Florence**  
**Executive Assistant to the Public Works' Director**

---

DEPARTMENT: Public Works  
CLASSIFIED: Regular, Full-time  
DATE: September 2014

REPORTS TO: Public Works Director  
POSITION STATUS: Non-exempt  
SALARY RANGE: \$16.34 - \$20.72/hr

---

**PURPOSE OF POSITION:**

Performs a variety of administrative functions of both a confidential and non-confidential nature in support of the Public Works Department, including, but not limited to, the maintenance, management and archiving of Department records, transcription of minutes, preparing newsletter articles, press releases and reports, writing and administering grants, resolutions, and ordinances, processing applications and pay requests. This position requires a high degree of attention to detail, trust, independent work, and professional compatibility with other employees within the Public Works Department and other City Departments.

**ESSENTIAL JOB FUNCTIONS:**

The essential functions include, but are not limited to, the following duties and responsibilities, which are listed in no particular order of importance.

Compose letters, newsletter articles and reports from brief verbal instructions, or as directed from own knowledge of situations or information obtained from others. Draft, administer and/or edit grants, resolutions, ordinances, correspondence, reports, forms, etc., as requested.

Screen calls and correspondence to the Public Works' Director. In absence or unavailability of the Director, respond to questions, take messages or refer to others as circumstances require. Contact other departments or outside persons/organizations to secure/relay information, follow up various administrative or other requests.

Assist the Public Works Director by:

- Keeping the office calendars current.
- Scheduling appointments for the office.
- Answering the phone and door for the office.
- Processing correspondence for the office.
- Preparing reports and analysis for the Director.
- Preparing, writing and administering grant applications.
- Preparing media press releases for the City.
- Managing contract and project files.
- Other duties as assigned.

Assist other Public Works Department staff by:

- Filing and retrieving documents as necessary.
- Tracking responses and follow up to inquiries from staff, elected officials, outside agencies and the public.
- Researching and providing information in response to City Council, staff and public requests.
- Ordering of supplies and materials.
- Documenting, scanning and archiving of documents.

**City of Florence**  
**Executive Assistant to the Public Works' Director**

---

DEPARTMENT: Public Works  
CLASSIFIED: Regular, Full-time  
DATE: September 2014

REPORTS TO: Public Works Director  
POSITION STATUS: Non-exempt  
SALARY RANGE: \$16.34 - \$20.72/hr

---

- Providing project research as requested.
- Maintaining the Public Works page on the City's website.

Follow all safety rules and procedures established for work areas.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:**

Knowledge of office practices and procedures, excellent keyboard skills, advanced knowledge of Microsoft Office software, Publisher software, Adobe Professional software, spreadsheet software, and transcription software. Knowledge and advanced skills in research methods, Business English, and excellent report composition and preparation techniques. Must be very organized with excellent communication skills, especially English Composition skills, and advanced computer skills. Must be able to work in a busy work environment. Must be tactful and able to keep confidences. Must be able to meet deadlines and work independently.

High school diploma or equivalent and four years executive administrative or secretarial experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above duties.

**DESIRABLE ADDITIONAL QUALIFICATIONS:**

Knowledge of municipal government functional areas and specific word processing software utilized within the various departments in the City. Experience with grant writing and or administration. Knowledge and experience in accounting, bookkeeping, and/or public budgeting.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit for long periods, to reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds, and occasionally weighing up to 30 pounds. Manual dexterity and coordination are required to operate office equipment.

**WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work environment is typical of most office environments.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Public Works' Director or designee.

**THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK AS ASSIGNED.**