

POSITION DESCRIPTION
City of Brewer

Class Title: Administrative Assistant Job Code Number:
Department: Environmental Department Grade Number: Operative wage scale: C-hourly
Date: September 30, 2020 Location: Brewer Water Pollution Control Facility

GENERAL PURPOSE:

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Environmental Director, Chief Operator and Collections System Supervisor, and assisting in the administration of the standard operating policies and procedures of the department.

SUPERVISION RECEIVED:

Works under the close supervision of the Chief Operator.

SUPERVISION EXERCISED:

No Supervisory Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Answers in-coming calls and routes callers or provides information as required.

Receives the public, contractors and vendors and answers questions; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.

Assists in the procurement of department materials and supplies.

Prepares and monitors purchase orders, print weekly Year to Date Budget Reports and print Budget Detail Reports as needed, using the City financial software, Munis.

Assists the Director and Chief Operator in preparation of annual department and capital program budget.

Prepares spreadsheets and maintains files for hauled wastewater customers and completes monthly invoices using the City's financial software, Munis.

Receives and distributes incoming mail; processes outgoing mail.

Prints daily weather spreadsheets from Rainwise and file.

Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Processes weekly payroll for the department using Excel spreadsheets and the City financial software, Munis.

Prepares all invoices, purchase orders, and requests for checks, which are to be approved by the Director and/or Chief Operator. Maintains files on each vendor and keeps records of expenditures from each of the accounts.

Establishes and maintains filing systems, control records and indexes using moderate independent judgment.

Assists the Director and Chief Operator in preparing weekly and monthly reports.

Assists the Director in preparing the monthly Discharge Monitoring Report and annual reports required by the Maine Department of Environmental Protection.

PERIPHERAL DUTIES:

Operates a vehicle to run errands.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

(A) Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping, and

(B) two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; some knowledge of accounting principles and practices.

(B) Skill in operation of listed tools and equipment.

(C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations.

SPECIAL REQUIREMENTS:

Valid state of Maine driver's license.

TOOLS AND EQUIPMENT USED:

Phone; personal computer including word processing software; copy machine; fax machine; base radio; calculator.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; 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. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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 moderately loud.

SELECTION GUIDELINES:

Formal 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.

The 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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date:
September 30, 2020

Revision History:
Initial use of new format