

ADMINISTRATIVE ASSISTANT/RECYCLING COORDINATOR

DEFINITION

To assist with the administrative operation of the Public Works Department, serve as the City's Recycling Coordinator, and support other City departments with various duties, assignments, and projects, as necessary.

EXAMPLE OF DUTIES: Duties may include, but are not limited to the following:

Respond to and track customer service requests from the public.

Review Public Works invoices.

Serve as Recycling Coordinator.

Assist Public Works Field Staff in scheduling assignments.

Submit regulatory filing to state and local government agencies.

Maintain Public Works files.

Work closely with the City's parks, wastewater, and refuse/recycling contractors.

Occasional attendance and possible presentations to City Council and commission meetings.

Write clearly and concisely.

Ability and willingness to receive assignments and directions from more than one supervisor.

Personal computer skills including experience with Microsoft Office.

Work with the public in a professional and polite manner.

Ability to occasionally perform fieldwork.

Monthly water meter reading.

Assist in the application process and implementation for grants.

SUPERVISION RECEIVED AND EXERCISED

This position receives immediate supervision from the Director of Public Works, other Department Directors as projects assigned, and ultimately the City Manager.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. Work experience in a public agency is preferred.

Must have a valid Class C Drivers License.