

## **PUBLIC WORKS ADMINISTRATIVE TECHNICIAN**

### **DESCRIPTION OF WORK**

Under the direction of the Director of Public Works and Utilities performs a wide variety of complex clerical, typing, and quasi-administrative work; performs special administrative and technical functions as assigned.

### **DUTIES-EXAMPLES OF WORK**

ESSENTIAL DUTIES ARE: duties involved with reviewing and assisting the public with applications for a variety of City planning issues; conducts property/land research on zoning, setbacks, easements; provides other information including deeds and plat searches, property descriptions and development history; posts information on City website; provides administrative support for the Public Works, Utilities, GIS, Planning and Building departments; processes purchase orders and invoices; maintains records and documents for planning processes; assists in the preparation of Planning Commission information packets, and attends monthly evening meeting; takes and transcribes various meeting minutes; types correspondence and reports; screens office phone calls by furnishing information requested; makes appointments for those served; prepares reports by finding, assembling and summarizing information and data; keeps and prepares various financial or statistical records requiring balancing and adjusting accounts; operates a personal computer, and a variety of office equipment.

OTHER DUTIES INCLUDE: Assists other departments and performs other duties as assigned.

### **QUALIFICATIONS**

Thorough knowledge of modern office methods and equipment.

Knowledge of planning documents and plats, utility tap requests and other duties as they relate to development.

Knowledge of organization and functions and ability to plan and organize an office.

Possess strong written, verbal and visual communication skills.

Ability to post financial data and to make mathematical computations rapidly and accurately.

Ability to operate a variety of office appliances.

Ability to maintain confidentiality.

Ability to perform both sedentary and physical work; regularly lift or carry up to 10 pounds, occasionally up to 50 pounds.

Ability to sit, pinch, grasp, bend, climb, push, reach, and perform similar body movements.

Ability to talk and hear in person, by telephone and to see and read instructions, file material and to transcribe recorded data.

Possess hand/eye coordination to adequately operate office equipment including a personal computer and keyboard.

Ability to establish and maintain effective working relationships with employees, officials and public.

## **EXPERIENCE AND TRAINING**

Applicant must have any combination of experience and training equivalent to a high school diploma and two (2) years administration or customer service experience in building construction, inspections or related field. Must be able to obtain Notary certificate for the Colorado Secretary of State within 6 months from hire date.

## **SPECIAL REQUIREMENTS**

Must possess a valid Colorado driver's license. Will be required to successfully pass a background check and pre-employment drug screen. Working schedule may include one evening meeting per month.

**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.**