



**City of Milford**  
**Administrative Assistant-**  
**Public Works**  
Pay Grade: G05

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**Employment Status:** Full- Time

**FLSA Status:** Non- Exempt

**Experience Required:** Progressively responsible administrative support experience including budget preparation, information dissemination, record-keeping and extensive interaction with the general public. NIMS (National Incident Management System) ICS-100, ICS-200 training; FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background.

**Minimum Education Requirements:** High school diploma or equivalent

**Direct Supervisor:** Public Works Director

**Supervisory Responsibility:** None

**Primary Work Location:** Office setting

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**Job Summary:** Perform advanced level administrative/clerical activities to assist the department management in facilitating the administrative procedures relating to the programs and services offered to the community. Perform a wide variety of assignments involving general clerical support and administrative functions of the department.

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**Supervision Received:** Work is performed under the general supervision of the Public Works Director.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Coordinates the administrative and clerical functions of the department including determining proper work flow, setting priorities, establishing filing and record-keeping systems, etc
- B. Completes Public Works Department related tasks, along with Electric, Garage, Solid Waste, Street and Water Division(s) related tasks
- C. Receives and responds to complaints, concerns, and inquiries by disseminating information of both a routine and confidential nature requiring discretionary judgment and thorough knowledge of departmental policies, procedures, activities
- D. Prepares complex forms, listings, informational and statistical reports, documents, etc. by determining required data, gathering, receiving and compiling data from several sources; comparing information to verify accuracy and formatting data appropriately
- E. Assists in preparing and monitoring Department's budget by compiling budgetary information from divisions or work units, drafting budget, entering information into proper account and generating reports for supervisor's review
- F. Prepares purchase requisitioning received from department staff and submits for supervisor's signature
- G. Tracks and monitors office inventory and arranges for purchase of items as necessary
- H. Assists with presentation materials for various divisions
- I. Assists with the coordination and set-up of various fairs, meetings, presentations, etc
- J. Performs general clerical/administrative support functions
- K. Composes and/or types letters, forms, memoranda, and reports from abbreviated notes, tapes, and records; transcribes and/or takes minutes of routine meetings; copies materials; maintains filing system; sorts and distributes mail



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- L. Provides technical assistance to office staff regarding appropriate response of approach to handling a citizen complaint or issue, proper work flow procedure, etc
- M. Performs related work as required

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**  
An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Office equipment and machines, including personal computers
- Windows and other Microsoft Office products (Word, Access, Excel, and PowerPoint).
- All facets of City government
- Correct English usage and office practices

**Skills**

- Use of computers
- Some supervisory skills
- Communication- able to understand written and oral communication.

**Abilities**

- Maintain complex office records and to prepare reports from such records.
- Exercise independent judgment in accordance with established policies and practices.
- Interact with public.
- Deal tactfully and courteously with the public and with fellow employees.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Administrator:

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