



**POSITION TITLE:** Part Time Public Works Administrative Assistant  
**DEPARTMENT:** Public Works  
**IMMEDIATE SUPERVISOR:** Service Director  
**CLASSIFICATION:** Unclassified, Non-Exempt, Part Time  
**SALARY RANGE:** \$14.37 -\$18.46  
**Closing Date:** February 19, 2021

The City of Trenton Public Works Department is seeking a qualified candidate for the part-time position of Administrative Assistant.

### **Job Description**

Provides general administrative support and program coordination for Public Works staff. Work is characterized by technical and specialized administrative support of various activities within the department.

### **Job Requirements: Minimum Qualifications**

- High School Diploma or equivalent
- Minimum 3 year experience as an Administrative Assistant
- Proficiency with current Microsoft Office suite, particularly Microsoft Word, Excel and Power Point
- Valid Drivers' License

### **Knowledge, Skills & Abilities**

- Able to multi-task and handle interruptions without reducing productivity.
- Excellent organizational skills, specifically with paper and electronic records.
- Excellent time management skills with the ability to accomplish deadlines in a timely manner with little direct oversight.
- Maintain confidentiality of material.
- Must communicate well, including the ability to listen effectively.
- Ability to establish and maintain effective working relationships with other City employees, supervisory personnel, property owners, developers, building contractors, public officials and community groups.
- Ability to prepare accurate and reliable reports;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions.



- Ability to perform a wide variety of professional, administrative, technical tasks with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information.
- Ingenuity and inventiveness in the performance of assigned tasks.

### Essential Functions

- Answers, directs and returns phone calls.
- Provides Administrative support to the Service Director, Public Works Superintendent, Operator in Charge and Lead Mechanic. Assists these department heads with creating motions, ordinances, resolutions, departmental reports, letters and spreadsheets.
- Assists the Lead Mechanic with the inventory of supplies and materials for the Public Works garage.
- Assists with requisition processing, reconciling purchase orders and setting up new vendors.
- Assists with capital project coordination including bidding, bid openings, bid tabulations, contracting, documentation, submittal review tracking, meeting schedules, meeting notes and document collection.
- Functions as marketing liaison to plan houses (Dodge, Builder's Exchange, The Blue Book, etc.) for all capital project requests. Provides plan house and plan holder notifications-addenda, bid openings, time changes, etc.
- Functions as the primary contact to the public on behalf of Public Works and assists in ensuring that resolution and information are provided in a timely manner, relieving staff from handling routine inquiries and requests for service.
- Assists in preparing grant applications and reviewing progress toward grant requirements.
- Utilizes social media, city website, and/or other programs and media to effectively communicate information to the intended audience.
- Creates, tracks and maintains work orders for the Public Works department.
- Assist with all Right-of-Way Permitting to include processing applications, scheduling and attending ROW meetings, issuing annual invoices and tracking payments received.
- Functions as the contact person for building maintenance vendors.
- Assists with planning and execution of public works community events, including project grand openings and other public events.
- Works with Administrative Office in response to preparing documentation to requests for public records.
- Performs related work as required.



### **Employment Schedule**

Employment in this position is part-time days and may require availability for occasional evening and weekend work as scheduled in advance.

### **Physical/Mental Abilities and Work Environment**

- Ability to frequently sit at a desk or computer station, stand and walk
- Ability to frequently grip, reach and handle papers and files
- Ability to frequently use a telephone to communicate with staff, businesses and the general public
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce handwritten materials and notations
- Clarity of speech and hearing which permits the employee to communicate well with other City Departments, employees and the general public
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of reports and related materials
- Ability to work in an occasionally stressful and loud garage type environment
- Occasional need to bend, twist and lift

Deadline is February 19, 2021.

Please submit resumes via email to [sharon@trentonoh.gov](mailto:sharon@trentonoh.gov) or by mail to Sharon Leichman, City of Trenton, 11 E State St, Trenton, OH 45067.