

City of Saratoga Springs
Public Works Administrative Assistant

First Screening of Applicants: Monday, August 29, 2011

Job Summary:

This is a part-time, non benefited position working approximately 20 hours a week. This position is responsible for the administrative, clerical record keeping, and coordination needs of the City's Public Works Department. This position reports directly to the City's Public Works Supervisor and works closely with other departments in achieving city-wide goals and objectives. This position requires strong organizational skills and the ability to learn quickly. Must work well independently and as a team. Self-motivation is a must.

Essential Duties:

- Performs a variety of general administrative and clerical duties.
- Receives, responds and directs telephone and citizen inquires in regards to questions and concerns.
- Creates, completes, files, and tracks various work orders as related to the job. (i.e.: Street lights, street signs, water issues, etc.).
- Compiles various reports, statistical data, correspondence, memoranda and other documents for the Public Works Supervisor and staff.
- Registers, insures and renews all newly leased or purchased City vehicles.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Proficient with Microsoft Office, and general computer knowledge and skills.
- The ability to learn new software and other programs such as Caselle accounting software and the Scada infrastructure control system.
- Utilization of quantitative skills, organizational skills, and problem solving.
- Ability to read maps.
- Effective in oral and written communications.
- Basic knowledge of office practices and procedures.
- Deal effectively with the public and elected City officials.
- Fun, outgoing personality.

Qualifications:

Preferred:

- Bachelor or Associates Degree
- Previous experience for a municipal government or an engineering or technical office environment.

Pay Range: \$10.00-14.00 per/hour DOE

All interested applicants should submit a City application and resume to Carol Carter, at 1307 N. Commerce Dr. Suite 200, Saratoga Springs, UT 84045. Applications can be found on the City Website at www.saratogaspringscity.com.