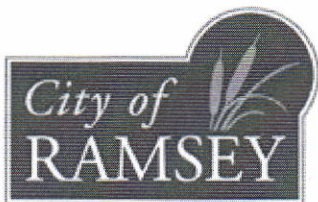


JD

**Engineering Administrative Assistant**Class Code:  
12009

Bargaining Unit: AFSCME

CITY OF RAMSEY

Established Date: Sep 15, 2017

Revision Date: Dec 14, 2017

**SALARY RANGE**

\$20.66 Hourly

**PRIMARY OBJECTIVE OF POSITION:**

The primary objectives of this position are to perform a variety of responsible administrative support functions for the Engineering Department. This may include, but is not limited to: providing excellent customer service to residents, contractors, staff and other; routing phone calls; preparing and processing special assessment notices and other letters or memos; assisting with bidding processes; maintaining the Engineering Department website; creating searchable electronic documents and performing data searches; tracking engineering projects; preparing agendas; scheduling meeting; providing occasional back-up coverage to the Community Development Department or other administrative staff; and providing daily assistance to the City Engineer -- all in pursuit of the City's strategic initiatives.

This is a part-time twenty (20) hours per week position; there is flexibility within the Monday - Friday / 8:00 a.m. to 4:30 p.m. schedule (hours & days worked) subject to supervisor approval. Paid leave benefits are pro-rated based on hours worked per week.

**\*\*Note: This is an AFSCME union position\*\*****MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older
- Must have a high school diploma or equivalent
- Must have a valid state driver's license with a good driving record

- Must have three (3) years' of related experience in a responsible administrative support position; equivalent combination of education and experience will be considered
- Must have intermediate to advanced Microsoft Office knowledge and skills
- Must be able to accurately type at least forty (40) words per minute
- Must have data entry and data base experience
- Must have excellent written and verbal communication skills
- Must have the ability to provide excellent Customer Service

**DESIRED QUALIFICATIONS:**

- Previous experience working for a county or municipality
- Associates Degree in Applied Science or diploma as an Administrative Specialist
- Previous experience using Laserfiche
- Previous experience with data and records retention requirements

**RESPONSIBILITIES:**

- Provide administrative support work for the Engineering Department
- Provide effective customer service in a courteous and helpful manner
- Provide information and assistance to residents and contractors regarding engineering matters via telephone, email, mail and in person
- Answer questions regarding street maintenance/reconstruction, utility markings, right-of-way, and other general engineering matters
- Responsible for covering and routing department phone calls
- Use Microsoft Office and other software applications
- Utilize Laserfiche to retrieve data or assist with data searches according to established protocols
- Maintain records and files in an orderly and acceptable manner
- Track departmental work schedules on various projects
- Take meeting minutes
- Prepare, mail and publish special assessment notices and other miscellaneous letters and memos
- Maintain the department's website
- Assist with the administration of the asset management program
- Perform a variety of tasks and scheduling functions including preparation of agendas, scheduling meetings, and other related services that may be required
- Collect and consolidate department information for City Council agenda items and ensure it is accurate and contains correct attachments
- Follow up on necessary items following Council meetings
- Assist with the bidding process on City projects
- Perform other duties as assigned (within the ability and resources of the Engineering Administrative Assistant) at the verbal or written direction of the City Engineer or his/her appointed designee

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of standard office practices, procedures and equipment
- Ability to transcribe dictation and type from rough drafts
- Ability to compose letters and memorandums
- Ability to edit and proofread written materials sent or distributed by the department
- Considerable ability to keep organized schedule, handle details accurately and meet deadlines
- Ability to copy, fax, and distribute various correspondence and documents
- Ability to establish effective working relationships with City staff, elected officials and the general public

**JOB ACTIVITY REQUIREMENTS:**

The following are the physical activities that are associated with this position:

- Standing
- Sitting
- Walking
- Reaching
- Handling objects
- Repetitive hand motion
- Use of Arm Muscles over extended periods
- Use of Leg Muscles over extended periods
- Stationary desk or bench work

This job requires employees to be able to lift and carry up to 24 pounds without assistance.

The following are the working conditions of the position:

- Working Indoors
- Driving a City vehicle or personal vehicle