

Class Title: Streets and Facilities Administrative Assistant
FLSA Designation: Non-Exempt
Department: Street and Facilities



Position Overview

The Streets and Facilities Administrative Assistant for the Street and Facilities Department provides administrative and clerical support to the Streets Superintendent and staff. The work is performed under the direction of the Street Superintendent.

Essential Functions

- Assists City Clerk and Finance Department with City wide procurement process;
- Answers phones, dispatches messages to employees on duty and assists the public and staff with any issues requiring assistance from Streets and Facilities or any other government offices;
- Performs administrative tasks, such as creating documents and spreadsheets, keeps inventories, orders supplies, maintains operations handbook, tracks employee training credits and certifications, files;
- Assists in the bid process for paint striping, chip seal, snow hauling, and other departmental vendor related bids; negotiates department contracts;
- Makes travel arrangements and creates and processes travel requests and expense reimbursement forms for all employees;
- Prepares invoices for approval by Director and Facilities Supervisor and maintains A/P Excel spreadsheets for both departments;
- Reviews and processes permits;
- Provides administrative support for the Ketchum Traffic Authority;
- Maintains a file for all Lift Tower Lodge estimates, invoices, work orders and statements;
- Assists with hiring activities;
- Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Qualifications

- Ability to research and familiarize myself with codes, ordinances, resolutions, laws and policies as well as keeping abreast of changes or revisions of such;
- Excellent public relations skills with the ability to deal efficiently, effectively and discreetly with public and staff needs;
- Excellent organizational skills;
- Proficient typing skills: 55 wpm;
- Knowledge of and experience in MS Windows, Excel, PowerPoint, Publisher, Outlook, MS Access, Caselle, Caselle Doc Management, Caselle Clarity, Iworq system, Municode, GIS Mapping System, Project Docs, Google Docs.
- Ability to read and comprehend Idaho State Codes pertaining to department in addition to the MUTCD;

- Ability to be reached via cell phone or email after hours by City of Ketchum staff;
- Ability to operate office machines such as multi-line telephone system, copy machines, desk scanner, computer and keyboard, 8x8 phone and fax system, 10- key adding machine by touch, Ubiquiti security cameras, two-way radios;
- Ability to perform duties without endangering incumbent or other employees.

Acceptable Experience and Training

- Experience in MS Windows, Excel, PowerPoint, Publisher, Outlook, Access, Caselle, Caselle Document Management, Caselle Clarity, Iworq system, Municode, GIS Mapping System, Project Docs and Google Docs.

Licenses and Other Requirements

- Idaho driver's license;
- State of Idaho Secretary of State licensed and commissioned notary public;
- Applicants must be able to pass a background check.

Working Conditions and Physical Efforts

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to understand verbal instructions and to communicate effectively;
- Sufficient visual acuity which permits the employee to perform the above duties;
- Sufficient manual dexterity to perform office functions and operate office equipment;
- Sufficient physical ability to perform the above duties;
- While performing the duties of this job the employee will occasionally need to lift, carry, push or pull up to 30 pounds;
- Jobs in this class require performing repetitive hand movements and will require sitting, standing and walking;
- The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.