

# TOWN OF DANVILLE

## Job Description

Division/Department		DPW / Utilities	
Location		1010 E. Broadway Street, Danville, Indiana 46122	
Job Title	Administrative Assistant		
Reports to	Ray Whitaker	Title	Department Administrator
<b>Type of position:</b>		Hours <u>35</u> / week	
<input checked="" type="checkbox"/> Full-time		<input type="checkbox"/> Exempt	
<input type="checkbox"/> Part-time		<input checked="" type="checkbox"/> Nonexempt	
<input type="checkbox"/> Contractor			
<input type="checkbox"/> Intern			
<b>GENERAL DESCRIPTION</b>			
Under general supervision, assist with the daily operation of the DPW and Town Owned Utilities.			
The Administrative Assistant is responsible for assisting the daily operations of the assigned facilities, including, with supervision, monitoring, record keeping, and housekeeping of the facilities, while abiding by all the Town of Danville's policies and procedures.			
Work involves reviewing documents for grammatical errors, assisting with Grants, record keeping during emergencies, locate ticket reviews for matching Permits.			
Independent judgment and initiative are required in making decisions. Employee must exercise tact and courtesy in frequent contact with the Public, DPW and Stormwater/Water & Wastewater plant personnel.			
<b>SUPERVISION RECEIVED</b>			
Works under the general supervision of the Department Administrator of the DPW who assigns tasks based on overall objectives and workload requirements.			
<b>SUPERVISION EXERCISED</b>			
None			
<b>DUTIES</b>			
<b>MAJOR:</b>			
Answering phones and.			
<ul style="list-style-type: none"> <li>- Assist with keeping records.</li> <li>- Assist with processing claims.</li> <li>- Submit reports that includes:               <ul style="list-style-type: none"> <li>- surveys</li> <li>- copy of completed survey forms</li> <li>- summary of compliance status</li> <li>- summary of inspections conducted</li> </ul> </li> <li>- Issues notices-of-violation of permit conditions.</li> <li>- Creates and maintains files of inspection reports, violation records, quality assurance records and other written correspondence.</li> <li>- Maintains department files, technical library, compiles statistical data; develops and creates a variety of technical and statistical reports; updates manual and computer records and tracking systems; creates special and summary reports.</li> <li>- Required to follow all safety rules and safe operation procedures as established by the Town of Danville.</li> <li>- Maintain a variety of records related to operations, inspections, maintenance activity, water supply, consumption, etc.</li> <li>- Perform all duties in conformance to appropriate safety, environmental, and security standards.</li> <li>- To abide by Health and Safety principles by using issued and available safety equipment as required in the day to day operations of the facility.</li> <li>- Identify line locate tickets within Town Right of way. Contact contractors to facilitate permits issued through Town Hall Administration.</li> <li>- To maintain a clean, safe and hazard free workplace at all times.</li> <li>- To keep all Town of Danville owned or managed equipment, tools, and materials in good working condition; including keeping the clean and in the assigned storage areas when not in use.</li> <li>- To work cooperatively with all other staff involved in the completion of assigned duties and to maintain communications between other employees and shifts about current conditions at the site.</li> <li>- To work cooperatively with the general public, other Town departments and outside contractors while representing yourself in the best image for the Town of Danville.</li> <li>- Add DPW/Wastewater/Stormwater/Water Company Public Info/Notices to the Town of Danville Web Site.</li> <li>- To diligently execute any and all other job related duties assigned by management.</li> </ul>			

**MINOR:**

- Perform secretarial and administrative duties as assigned by Department Administrator.
- Prepare correspondence and materials for management and staff.
- Collect, compile, prepare and maintain reports, records, files and data.
- Schedule and maintain calendars of appointments, meetings, and travel itineraries; coordinate related arrangements.
- Screen telephone calls and visitors and resolve routine and complex inquiries.
- Open and release mail to management and/or staff members.
- Requisition supplies, printing, maintenance, equipment and other services.
- Maintain and utilize applicable procedural manuals and reference materials.
- Apply discretion and appropriate security measures in handling confidential and sensitive material.
- To diligently execute any and all other job related duties assigned by management.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**DESIRED MINIMUM QUALIFICATIONS*****Education and Experience:***

Preference over candidates with a Bachelor's Degree in Accounting, Environmental Science, Chemistry or related field, and one (1) year experience in water/wastewater/stormwater programs; OR an equivalent combination of education and experience.

***Necessary Knowledge, Skills, and Abilities:***

Knowledge of Town Policies and Procedures

Knowledge of Federal, state and local rules and regulations governing the treatment, control and discharge of industrial and commercial waste.

Knowledge of the principles of record keeping and records management.

Skill in reading, interpreting, understanding and applying technical standards and procedures, applicable Federal rules and regulations, and Town policies and procedures.

Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.

Skill in preparing analytical reports and interpreting test results.

Skill in operating a personal computer utilizing a variety of business software.

Skill in effective oral and written communication.

This position is subject to the Town of Danville's Drug and Alcohol-Free Workplace Policy which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Must have a telephone.

- Have general competence in computer operations, the ability to communicate effectively both orally and in writing.
- The ability to understand and demonstrate safety in the workplace.
- High school diploma or equivalent.
- Ability to prepare and maintain accurate paperwork such as records, logs, orders, surveys and routine reports as directed.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to residents and other employees of the Town of Danville.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Able to perform accurate mathematical calculations related to this position.
- Some computer skills, including working with Microsoft applications Excel and Word.
- Skill in planning, scheduling, prioritizing and coordinating work within assigned work area.
- Ability to remain alert and attentive to job requirements and co-workers.

## TOOLS AND EQUIPMENT USED

Telephone, Computer, basic office supplies.

## ESSENTIAL PHYSICAL SKILLS

The employee must occasionally lift and/or move up to 50 pounds in virtually all types of weather. Specific vision abilities required by this job include distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Ability to apply common sense understanding to carry out instructions furnished in written oral, or diagram form.
- Ability to deal with multiple problems in different situations.
- Employee may be required to move and perform general labor duties.
- Drive company vehicle on and off-site as directed by supervisor.
- Be able to operate in a demanding environment i.e. (numerous employees, etc.)

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

## WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions.

There will be times when you will be required to work outside your normal work schedule so that we may meet the needs of Town of Danville and/or operational requirements.

## SPECIAL REQUIREMENTS - LICENSES, CERTIFICATIONS OR REGISTRATIONS

Possession of a Valid Indiana Operator Driver's License within 90 days of employment.

## SELECTION GUIDELINE

- Formal application, rating of education and experience.
- Oral interview and reference check.
- Job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them for the position if the work is similar, related or a logical assignment to the position.

**THE JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE AND IS SUBJECT TO CHANGE BY THE EMPLOYER AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.**

**NOTHING IN THIS JOB DESCRIPTION RESTRICTS MANagements RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME**

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION and DRUG FREE WORKPLACE EMPLOYER**

REVIEWED BY	Mark Morgan	<i>Title</i>	Town Manager
APPROVED BY	Jerry Crisp	<i>Title</i>	Department Administrator
APPROVED BY	Ray Whitaker	<i>Title</i>	Department Administrator
DATE HIRED			