

Amendment II: Administrative Specialist – Public Works

The following is a list of criteria that must be met in order to be considered for a promotion from an Administrative Specialist I within the Public Works Department, to an Administrative Specialist II. Along with the listed criteria, the individual is expected to perform the Administrative Specialist I duties for a minimum of two years before being eligible to request a reclassification or receive a promotion. Reclassifications are not automatic after two years and must be requested through the process stated in the Personnel Policy or recommended by the Department Head. The listed duties are not all encompassing and may change.

Public Works Administrative Specialist I

- Operate under close supervision
- Composing and editing correspondence
- Preparing reports
- Basic data entry, filing, record keeping and word processing
- Prepare meetings and note taking
- Order and stock office supplies
- Update PW Calendars
- Take facility reservations and receive payments
- Answer phone calls, call routing, check voicemail, return calls when required
- Basic internal departmental support and dispatch
- Assist with utility payments and mailings
- Mail distribution

PW Administrative Specialist II

- Operate under moderate to little supervision
- Specialized research tasks
- Research and investigate complaints and routing issues to the appropriate departments
- Review, compile and maintain regulatory reporting data and files
- Generate and process Public Works contracts
- Prepare for meetings and note taking
- Advanced records management
- Mass facility use scheduling and support
- Process, track departmental financial data
- Work closely with the Finance Department relating to asset management, cemetery documentation and tracking
- Departmental training and certification scheduling and tracking
- Assist Utility Department with complex functions
- Dispatch field crews to Public Works issues and emergencies
- Cemetery file management and data entry
- Public records requests
- Fleet tracking, asset management, asset acquisition and disposal
- Multi agency and departmental support
- Backflow administration and monitoring