

VILLAGE OF GRANTSBURG

Public Works Administrative Assistant

This position is a part-time position 20 to 24 hours per week.

GENERAL STATEMENT OF DUTIES: The Public Works Administrative Assistant is responsible for assisting the Director of Public Works by completing and submitting reports, filing and maintaining records and related work as required. The Public Works Administrative Assistant also supports the Village Clerk/Treasurer duties as needed during absence, heavy workload and/or deadlines.

DISTINGUISHING FEATURES OF THE POSITION: The position involves responsibility for the performance of all street, water and sewer record and filing requirements. The work includes insuring compliance with all record keeping of water meter testing, cross connection inspections and backflow testing. This includes assisting in the updating of the mapping system. Assigned duties are performed in accordance and compliance with departmental rules and regulations.

OTHER DUTIES: Some of the duties include work in the following areas:

- Utilities: water, sewer, storm sewer, trash
- Public Works
- Parks
- Answering the phone
- Front desk service
- All other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge to read, interpret and apply provision of laws, rules and regulations and keep concise records. Work with confidential records and keep confidentiality. Computer and office equipment skills. Ability to establish a harmonious working relationship with other personnel and general public. Good professional judgment, integrity, honesty, tact and courtesy. Excellent communication skills. People oriented.

MINIMUM QUALIFICATIONS

- High School diploma
- Computer skills and experience
- Math comprehension and skills
- Strong interpersonal skills
- Ability to function independently in absence of direct supervision