



City of Dawson

POSITION DESCRIPTION

POSITION TITLE: Administrative Officer
DEPARTMENT: Public Works
SUPERVISOR: Superintendent of Public Works

POSITION SUMMARY

This position coordinates office functions within the Public Works department, providing clerical and administrative support services to the Superintendent, Project Manager and Public Works team.

MAIN DUTIES

1. OFFICE

- Develop, implement and maintain office procedures and practices
- Provide customer service and public relations on behalf of the division i.e. answer public complaints, forward information, problem resolution
- Receive and retain Work Order requests in liaison with the Front Office
- Perform a wide variety of word-processing, drafting and proofreading including the preparation of correspondence, briefing notes, form management and spreadsheets
- Implementation and maintenance of an effective central filing system, assist in ensuring file archiving and retention schedules are adhered to
- Updating and maintaining Public Works website information
- Maintaining office equipment and supplies
- Maintain and file Public Works regulatory requirements i.e. safety and environmental assurance reports and safety meeting minutes

2. MUNICIPAL

- Research, prepare and compile departmental reports for Council including Request for Decision documents
- Assist with regular and special meetings as directed

2. RECORDS MANAGEMENT

- Responsible for scheduling and maintaining current contracts, agreements and projects
- Responsible for the department's record management system and library
- Maintaining, filing and archiving of completed projects and files
- Archival of past departmental projects and files

3. PROCUREMENT

- Initiate, prepare and administer Request for Proposals, Quotes and Tenders including assembling and distributing tender packages, advertising and notices, receiving and checking-in, creating plan holder registries
- Liaising with plan holders and referring inquiries to the appropriate source,
- Assist with opening bids, creating evaluation lists and letter of awards;
- Assist with documentation needed for Council approval, as required

- File and maintain project information i.e. Change Order Notices
4. RESEARCH AND PROJECTS
 - Undertaking research
 - Undertaking projects
 - Assisting with Grant Applications for project funding
 5. ASSET MANAGEMENT
 - Maintain a digital and hard copy central system of As-Builts and plans
 - Tracking and inventory of existing As-Builts and plans
 - Keep, in conjunction with Project Manager, an up to date asset management system
 6. FINANCE
 - Research and preparation of financial documents including cost benefit analyses and budget predictions
 - Operate the costing system; fee schedules
 - Cross referencing invoices to Purchase Orders, and submits departmental invoices for payment
 - Prepare cheque requests, expense claims and a variety of documentation related to the operation of the division
 - Assist in the coordination of budgets within the department
 7. HUMAN RESOURCES
 - Make arrangements for staff training and courses
 - Prepare and follow up on Grant Applications for employee courses
 8. OTHER RELATED DUTIES

KNOWLEDGE AND SKILLS

EDUCATION

- Post-secondary education in Office or Business Administration or a related field
- At least 5 years experience working at a senior administrative level

SKILLS

- Knowledge of office administration practices and principles used in an infrastructural maintenance setting
- Computer skills in word-processing, spreadsheets, data entry, and database management and proficiency in Microsoft Office Suite;
- Understanding of budget process and accounting proficiency
- Excellent communication skills, both oral and written
- Excellent organizational and time management skills
- Ability to deal tactfully and respectfully with all staff and the public
- Ability to work with minimal supervision
- Ability to work effectively as part of a team
- Ability to work flexible hours
- Ability to maintain confidentiality

LICENCES, CERTIFICATES AND COURSES

- Class 5 Driver's Licence;

- Standard First Aid Certificate,

KEY PERSONAL CONTACTS & CONTACT NATURE

CONTACT	NATURE
Public Works Superintendent	Receive direction; discuss service and project status, problem identification and resolution. Provide recommendations.
Project Manager	Information exchange; discuss project status, problem identification and resolution; teamwork
Departmental Managers	Information exchange; discuss project administration status; teamwork
Public Works/Utilities Staff	Information exchange; problem resolution, teamwork.
Front Office	Information exchange; problem resolution, teamwork.
Public	Information exchange; problem resolution.

RESPONSIBILITY

DECISION-MAKING:

The goals and objectives of this position are established by the Public Works Superintendent. The incumbent is expected to work with considerable independence in ensuring the direction of the Superintendent is achieved. The position is held accountable for quality of service provided.

IMPACT OF ERRORS & ACCOUNTABILITY:

The decisions and direction provided by this position has a significant impact on the organization. This position is responsible for ensuring direction, goals, and objectives are met through efficient time management, effective work ethics and communication. Poorly thought out decisions or recommendations can impact the City's ability to effectively manage its operations and services as a whole, thereby impacting the citizen's confidence in the Mayor & Council and the City as a whole.

FINANCIAL ACCOUNTABILITY AND DECISION MAKING:

Purchase Order signing authority up to \$_____ as per the Procurement Policy.

SUPERVISION

No supervision duties required.

WORKING CONDITIONS

MENTAL EFFORT

This position works in a busy office environment. The position must work amid constant interruption while maintaining attention to detail to ensure the accuracy and integrity of the Public Works Department's administrative requirements. The position is expected to meet established and often regular critical and/or short-term deadlines in a variety of areas.

CONDITIONS OF EMPLOYMENT

Mandatory confidentiality is a condition of employment for all City of Dawson personnel.

AMENDMENTS

This Job Description accurately reflects the present position. It will be reviewed on a regular basis and may be amended.

Incumbent_____

Date_____

Manager_____

Date_____

Chief Administrative Officer_____

Date_____