

A position for a part time **Administrative Assistant** is currently available in the Public Services Division. This position is responsible for providing administrative and secretarial support to the Utilities Director. This is a part-time position which will work 20-25 hours weekly. Beginning pay based on experience.

**Some of the major duties include but are not limited to:**

- Acts as receptionist; answers phones, greets visitors, provides information, takes messages for division staff and manages radio traffic for all departments.
- Maintains log of incoming calls; dispatches calls to appropriate personnel
- Provides excellent customer service
- Manages weekly, monthly, and yearly reports for each division
- Assist directors with planning for projects and meetings
- Maintains all gas department paperwork for state inspections
- Prepares work orders for each department
- Tracks ordinance violation letters, assigns staff to inspect violations, and prepares work orders for billing.
- Types correspondence, vouchers, and forms.
- Tracks all trips to transfer station and yard debris landfill
- Maintains office and janitorial supply inventories
- Assists in payroll preparation
- Enters regular and emergency line locate requests into computer
- Notarizes documents
- Plans special events
- Prepares and manages constant contact emails to communicate information to departments within Public Services
- Creates flyers and brochures as needed
- Schedules training and prepares travel arrangements
- Performs other duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of modern office practices and procedures.
- Knowledge of city policies and ordinances, including personnel and purchasing regulations.
- Knowledge of city and department policies and procedures.
- Knowledge of basic bookkeeping and accounting practices.

- Skill in organizing and prioritizing work.
- Skill in operating a computer, copier, calculator, and facsimile machine.
- Skill in using a personal computer and various spreadsheet, word processing and database software packages.
- Skill in dealing with the public.
- Skill in interpersonal relations.
- Skill in oral and written communication.

**Minimum qualifications:**

Knowledge and level of competency commonly associated with the completion of specialized training in the occupational field, in addition to basic skills typically associated with a high school education.

Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years, experience working in an office environment and working with the public, high school diploma or equivalent, valid driver's license, and ability to pass a Pre-employment drug screening.

**Deadline for applications: Open Until Filled**

**THE CITY OF BAINBRIDGE IS AN EQUAL OPPORTUNITY EMPLOYER.**