



Job Description

Administrative Assistant – Public Works

Job Title: Administrative Assistant
Department: Public Works
Reports to: Supervisor Infrastructure
Location: Administration Building – High River

General Accountability:

This position is responsible for administrative duties for the Public Works Department.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Provide account coding to all Public Works invoices.
- Create and maintain work orders in Worktech for Public Works projects.
- Perform a variety of duties including the preparation of letters, memos, cheque requests, filing expense claims, reports and miscellaneous documentation related to Public Works.
- Maintain the Letter of Credit files and the cash deposit files regarding roads and approaches.
- Submit requests for service and other functions related to the Land Titles Office.
- Distribute incoming mail and faxes, coordinates for courier pickups and sending of mail.
- Provide administrative support to the Infrastructure Supervisor, Development Coordinator and Road Use Technician.
- Organize meetings related to the public works department and is responsible for preparing agendas and recording minutes, typing and distributing.
- Maintain the bridge information, gravel pit and utility files.
- Transcribe and/or types material for managers and/or supervisors.
- Provide customer service and public relations on behalf of the Public Works department.
- Perform other duties as assigned from time to time.

Minimum Qualifications:

- Minimum of three (3) years of general office experience.
- Class 5 driver license.
- High level of organizational skills and flexibility.
- Excellent time management skills.

- Proven ability to proficiently use office software such as MS Word, Excel, Power Point, Adobe and Outlook Internet searches. Experience with Dynamics and Worktech software would be considered an asset.

Communication Skills:

- Excellent communications skills are necessary.
- Effectively respond to questions and inquiries from the public, other departments and outside agencies.