



# *Village of Taos Ski Valley*

## **Job Description**

<b>Job Title:</b> Public Works/Deputy Clerk Administrative Assistant (Part Time)	<b>Job Code:</b>
<b>Division:</b> Administration	<b>Effective Date:</b> 04/04
<b>Department:</b> Executive	<b>Last Revised:</b> 01/16

### GENERAL PURPOSE

Performs a variety of clerical and general administrative duties as needed to expedite various day-to-day functions of the Village Public Works Department including: office administration, purchasing, bookkeeping, and customer service. Assists Village Clerk when required and other departments as needed.

### SUPERVISION RECEIVED

Works under the general supervision of the: Public Works Director, Village Clerk, and Finance Director.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

**General Office Administration:** Performs as initial point of contact for Public Works Director, Operations and Public Works Superintendents; answers phone calls, and sets meeting appointments. Creates, maintains and organizes Public Works files and administrative documents, builds spreadsheets, assists with writing SOP's and with record keeping. Responsible for capital assets management (Asset Management Plan) including data entry into a computerized system, monitoring asset locations, creating files and assets tags. Reviews bi-weekly timesheets for accuracy and department distributions, submits completed and authorized time sheets for payroll.

Performs various mailing functions, provides general office and secretarial support to Village public works department and other departments as needed. May transcribe, compose letters or prepare official correspondence from the Village. Assists with RFP processing; coordinate staff travel and accommodations. Review and verify per diem expenses and monitor clothing allowance for public works staff.

**Deputy Clerk:** Assists Village Clerk with all aspects of meeting preparation including but not limited to, public notices, posting of agendas, writing the agenda, preparing and reviewing minutes, follow up and filing of appropriate ordinances and resolutions. Attends regular meetings in the Village Clerk's stead. Assists the Village Clerk in the custodial responsibilities of Village records and public documents. Assists with any election preparations.

**Purchasing:** Creates requisitions and purchase orders; creates and issues purchase order numbers; provides Director with PO files and records; receives and processes invoices and claims for payment; assures proper coding for payment. Receives monthly credit card statements and reconciles receipts to statement balance. Establishes relationships with vendors to purchase materials and supplies; monitors maintenance schedules for equipment, makes appointments with technicians.

**Website & Social Media:** Serves as alternate Village web master; utilizes design software to create and maintain web site to advertise and communicate Village operations and services; posts documents for public review and education; prepares and posts documents from public meetings for community education and awareness. Also may monitor, update or post to social media sources.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

- A. Graduation from high school, plus one (1) year of training related to bookkeeping, records management or a related field;
- AND
- B. Four (4) years of progressively responsible work experience related to various administrative and financial functions of municipal government;
- OR
- C. An equivalent combination of education and experience.

#### 2. Knowledge, Skills, and Abilities:

**Working knowledge of** general office maintenance and practices; computer skills including; word processing, spreadsheet software programs and data entry, operation of standard office equipment, mathematics, interpersonal communication skills, telephone etiquette, and public relations.

**Skill** in the art of diplomacy and cooperative problem solving, organizational skills; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, staff, and Village residents.

**Ability to** keep department organized, schedule meetings, appointments and input data into computer. Prepare reports; and operate standard office equipment and personal computer to produce or compose formal documents, reports and records; communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the organization; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public. May be required to go outside, or onto job sites to verify or perform inventory verification, etc

3. Special Qualifications:

Experience in the field of Public Works is desired.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

Employee