



NOTICE OF JOB OPENING

Engineering Administrative Assistant

Posting Date: October 12, 2021
Department: Engineering
Reports to: Public Works Director/City Engineer
Salary Range: Grade N-05 (Starting Salary \$16.86 per hour)
Position Type: Full Time
How to Apply: Applications available at bountifulutah.gov (City Application REQUIRED)
Send to: Human Resources, 795 South Main Street, Bountiful, UT 84010
Email: jobs@bountiful.gov
Deadline to Apply: 6:00 p.m., Tuesday, October 26, 2021

Overview:

Under general supervision, performs a full range of secretarial and administrative support functions for the Public Works Director and the Engineering Department.

Tasks:

Composes and types routine letters and memoranda; answers routine correspondence or routes it to appropriate staff; answers routine questions and furnishes information; edits correspondence and reports; researches and prepares special reports, including gathering and summarizing data; organizes and expedites flow of work through the department; schedules and prepares materials for meetings, coordinates all scheduling appointments; may be required to assist in coordinating administrative projects, tasks, and operations.

Acts as intermediary between the Department Director and the public, including screening telephone calls, letters, and/or visitors and scheduling meetings/appointments; organizes/maintains files/records for the Director and/or the department, following up on pending matters; schedules use of department facilities; prepares/maintains payroll and other personnel related records and reports; prepares/processes invoices, purchase orders, and requisitions to purchase equipment, materials, and supplies; may take/transcribe meeting minutes, may supervise other office personnel as needed. Receives plans and applications, processes payments, assists with scheduling building inspections, assists with preparation of monthly reports.

Knowledge, Skills and Other Characteristics:

Knowledge of office management practices and procedures.

Knowledge of departmental operations and functions.

Knowledge of general bookkeeping practices and procedures.

Knowledge of computer software used to complete assigned projects.

Skill in establishing and maintaining effective working relationships with other staff, department heads, and the public.

Skill in following complex oral and written instructions, policies, and procedures.

Skill in operating a variety of office equipment, including desktop computer, adding machine, and telephone equipment.

Ability to maintain and handle confidential information.

Ability to work under pressure and be multi-task oriented.

Qualifications:

High School Diploma, GED, or equivalent AND experience equivalent to three (3) years full-time secretarial support work; completion of a post high school training program in a closely related area may substitute for one (1) year of the required experience. Must be able to type 55 wpm. Must have a valid Utah Driver's License. Must be able to pass a pre-employment background check and drug screen.