

The Corporation of the City of Grand Forks

Job Description

ADMINISTRATIVE ASSISTANT – PUBLIC WORKS & UTILITIES

Under the immediate supervision of the Manager of Operations or designate, the Administrative Assistant - Public Works & Utilities is generally responsible for record keeping, inventory control, purchasing, clerical, receptionist and word processing duties, and opening/closing office procedures.

DUTIES:

The duties of the Administrative Assistant Public Works & Utilities will include but not be limited to the following:

1. Maintain Accounts Payable files as required. Prepare invoices for processing, verify receipt of goods and services, check extensions and pricing as required. Create and update spreadsheets as required for large contracts.
2. Process and obtain approval for credit applications, including new accounts.
3. Process payments on a daily basis. Balance cash, receipts and petty cash as required.
4. Respond to inquiries and take/relay messages, including acting on customer inquiries and responding to mobile radio inquiries. Work with the Manager of Operations and the Health and Safety Committee to ensure that recommendations and WorkSafe BC procedures are kept up to date.
5. Work with the Manager of Operations, to ensure that the Safety Program and orders recommended by WorkSafe BC and the Employer are promptly implemented, and provide feedback, as required, on implementation. Advise the Manager of Operations of any incomplete orders from WorkSafe BC. Maintain the WorkSafe BC Injury Journal and complete corresponding accident reports.
6. Attend all JOH&S Meetings, take minutes and distribute, as required.
7. Prepare safety and other reports, as required.
8. Keep a record of employees receiving Safety Training. Costing, preparing and administering Custom Work Orders, when applicable and provide backup.
9. Meet with various sales people, assisting Manager of Operations with quotation lists, purchasing of supplies and materials, including the preparation of purchase orders in accordance with the City's Purchasing and Tendering Policies. Liaise with suppliers regarding payments and account status.
10. Verify delivery and receipt of Purchase Orders.
11. Inventory control of stores materials and supplies, including data entry of provided year-end inventories.
12. Maintain Fleet Inventory maintenance records.

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13. Prepare reports, as required, for Carbon Reporting; Water System Chlorine Residual Reporting to IHA; City Water System water sample reporting; BC One Call Distribution/Response.
14. Prepare, process, file and maintain correspondence, records, reports, minutes and forms, including maintaining the City's main filing system and updating City records in appropriate databases.
15. Operate office equipment and software to create/maintain correspondence, spreadsheets, databases and reports.
16. Monitor and maintain office inventory.
17. Assist with City-organized events, as required.
18. Keep current by participating in job-related training and staff development.
19. Understand and act in accordance with City health and safety policies and procedures and other relevant health and safety procedures.
20. Other related duties as required.

QUALIFICATIONS:

High School Graduation.

One year post-secondary education in accounting, purchasing and relevant computer technology.

One year Relevant office experience, obtained within the last five years.

Demonstrated ability to keyboard accurately at 55 wpm.

Demonstrated knowledge of computer applications, including word processing, spreadsheets and databases.

Minimum Class 5 B.C. Driver's License (Driver's Abstract will be required).

Strong problem-solving and organizational skills.

Demonstrated ability to maintain and generate accurate records.

Demonstrated ability to communicate effectively, both verbally and in writing, with staff, outside agencies and members of the public. Must possess good interpersonal skills.

Demonstrated ability to work independently as well as within a team in a safe and efficient manner, fostering good cooperation.