



## **SENIOR ADMINISTRATIVE TECHNICIAN**

Department: **Public Works** Class Code: **18**  
Reports to: **Public Works Director/  
Town Engineer** FLSA Status: **Non-Exempt**

**GENERAL PURPOSE:** Under limited supervision, provides administrative support services to the Public Works Director/Town Engineer.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Processes a high volume of purchase orders and invoices for various departments; processes requisitions and statements; checks invoices and issues checks; applies account codes to invoices, requisitions and purchase orders; requests duplicate invoices from vendors; works closely with the Finance Department; assists Department staff in the preparation, monitoring and administration of the annual budget; prints detailed ledger reports and financial statements; reconciles accounts; processes budget transfers and check requests; enters and tracks purchase orders on spreadsheets.
- Schedules meetings and maintains the calendar for the Public Works Director/Town Engineer; performs various staff support work.
- Provides work direction to other office staff; performs employee evaluations; provides staff training; conducts office staff performance evaluations.
- Receives incoming calls from the public and/or staff and provides information as necessary; replies, forwards, sends and receives e-mails.
- Writes correspondence and memos.
- Maintains, creates and organizes files for all divisions under the Public Works Department; maintains records, files and logs; processes records requests and accident reports.
- Approves time sheets and leave slips for Department office staff; processes timesheets for all divisions within the Public Works Department.
- Data enters roads and facilities maintenance requests or work orders; processes driveway and right-of-way permits; collects fees and invoices.
- Processes random pulls for drug and alcohol testing for US-DOT employees and the Non-DOT Transit Program volunteers; notifies supervisors regarding pulled employees; maintains confidential drug and alcohol testing files; schedules CDL employee's medical examinations; receives employee drug and alcohol test results; communicates with the testing company.
- Upgrades cell phones; monitors cell phone billing, credits, usage and upgrade dates; communicates with cell phone representatives and customer service staff regarding cell phones, pricing and billing questions; downloads applications; transfers cell phone numbers to new cell phones.
- Provides front office coverage as needed; collects utility payments by phone or at the front counter; provides receipts of payments; schedules meetings with utility customers regarding delinquent accounts; requests customer history reports.
- Orders office supplies and equipment for all division; processes, monitors and provides petty cash; makes travel arrangements. Schedules and/or attends staff training classes and meetings.

**JOB DESCRIPTION**

**Senior Administrative Technician**

- Orders or cancel gas credit cards; maintains spreadsheets.
- Creates and revises forms or spreadsheets; notarizes documents; creates and prints business cards.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town’s goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school diploma or equivalent and five years of experience, including one year of supervisory experience, in advanced administrative support or an equivalent combination of education, training and experience.

**Required Licenses or Certifications:**

- May require possession of a valid driver’s license.

**Required Knowledge of:**

- Bookkeeping and basic Accounting.
- Modern office procedures, practices and equipment.
- Principles and practices of effective employee supervision.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, external organizations, vendors, suppliers, contractors, community groups, other public jurisdictions and the general public.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and present material in a concise and logical manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Maintain strict confidentiality.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_