

Job: Administrative Assistant

Department: Light Department

Pay Rate: Grade 15

Hours: Day Hours (Occasional overtime)

Summary:

Administrative Assistant is responsible for providing administrative support to the Light Department. Responsibilities include, but not limited to, answering the telephone; processing work orders; maintaining files; and issuing correspondence. Reports directly to the Light Department Superintendent.

Primary Responsibility:

- Perform administrative work in any aspect of public administration
- Maintains necessary records of all transformers, meter bases, and meters
- Responsible for inputting data for budget
- Receive complaints and reports for street lights and rental light repairs
- Compose work orders for light repairs
- Monitor the Alabama 1 Call locations and print out locations of underground power
- Responsible for order requisitions, maintain in-house inventory of supplies
- Programs meters
- Maintain PCB records and annual report for the EPA
- Responsible for communication to and from the department to include normal mail, telephone and email
- Maintain payroll and attendance records
- Monitor progress of ongoing and special projects
- Independently compose letters and memoranda
- Process work orders as appropriate
- Accept incoming phone calls and route calls to the appropriate department/employee
- Prepare and organize documents for meetings
- Collaborate with various City departments
- Program all meters, label all electric house meters
- Coordinate annual inventory inspection
- Perform other job related duties as assigned

Job Requirements:

Must have graduated from an accredited high school or have a GED.

Must be proficient in all Microsoft Office products

Must have good communication skills in expressing ideas clearly and concisely and good phone etiquette.

Must be high energy and be focus driven Considerable knowledge of the principles and practices of public administration in general.

Ability to perform work through specific and general delegation by the Superintendent with considerable latitude for the exercise of independent judgment.

Ability to plan and organize with little or no supervision.

Ability to maintain confidential files in a timely, efficient and orderly fashion.

Ability to establish and maintain effective working relationship with the general public, elected officials, department heads and local business community.

Posting Dates: 10/2/2018 – 10/5/2018

City Employees interested in this position should contact Kathy Railey at 256-329-6782.

Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements.

The City of Alexander City is an Equal Opportunity Employer