

Job: Administrative Assistant
Department: Waste Water Management
Salary: Grade 14, Step 1 - \$14.46
Hours: Day (occasional overtime)

Summary:

Administrative Assistant is responsible for providing administrative support to the Waste Water department. Responsibilities include, but not limited to, answering the telephone; maintaining files; creating reports, and issuing correspondence. Reports directly to the Waste Water Superintendent.

Primary Responsibility:

- Assist with maintaining compliance with all Federal, State, and local regulations
- Administrative details including documentation and record keeping
- Maintain file system
- Input data for budgets and maintain documentation for budget
- Maintain reports for EPA, and ADEM
- Responsible for communication to and from the department to include normal mail, telephone and email
- Receive complaints and report to Superintendent
- Maintain payroll and attendance records
- Monitor progress of ongoing and special projects
- Independently compose letters and memoranda
- Accept incoming phone calls and route calls to the appropriate department/employee
- Collaborate with various City departments
- Perform other job related duties as assigned

Job Requirements:

Must have graduated from an accredited high school or have a GED. An Associate Degree is preferred. Successful candidate will have at least 2 years of administrative experience. Position requires proficiency with all Microsoft Windows components, with emphasis on Word and Excel. 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 is preferred. Ability to perform work through specific and general delegation by the Waste Water 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: 12/4/17 – 12/15/17

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.

Alexander City is an Equal Opportunity Employer