

CITY OF TOPPENISH

Class Specification

Position Title:	Public Works Office Manager		
Department:	Public Works	Reports To:	Public Works Director
FLSA Status:	Exempt	Salary Range:	\$5,081 - \$6,605
Union Status:	Non-Rep	Effective Date:	March 9, 2022

Position Description:

Under general supervision, plans, coordinates, implements and monitors secretarial, technical, organizational, and administrative activities to support the functions of the Public Works Department and management staff. Assures compliance with State and Federal regulations and with City policies and procedures.

ESSENTIAL DUTIES:

- Facilitates Department Director's workflow; applies judgment to setting priorities, resolving problems, analyzing data, and making work process decisions; assures that action items are properly processed, managed, and resolved.
- Supervises, trains, and evaluates staff responsible for conducting the administrative functions of the Department and administers personnel issues.
- Monitors operations and procedures and submits recommendations for improving work group functions and processes; clarifies and reconciles issues relating to policies and procedures.
- Composes and edits reports, correspondence, and other documents on a wide variety of subjects requiring knowledge of City procedures and policies; updates and tracks a variety of electronic and paper files, records, reports, and related documents.
- Manages accounting functions for the Department; reviews and coordinates processing of accounts payable and receivable, payroll, purchasing, and financial reporting.
- Manages and coordinates preparation of the annual Department budget; monitors and reports on budget activities; tracks payments and expenditures.
- Conducts and coordinates assigned projects; provides technical support; identifies and resolves problems; prioritizes tasks and develops schedules to meet critical deadlines.
- Answers questions and resolves issues where judgment, knowledge and interpretation of Department policies, procedures, and regulations are necessary; responds independently to inquiries when appropriate.
- Maintains file integrity and confidentiality by monitoring records and assuring compliance with City policies and procedures; assures the accuracy of the electronic and paper filing systems.

ESSENTIAL DUTIES (continued)

- Supports the relationship between the City of Toppenish and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; promotes City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces confidentiality of work-related issues; client records, and City information; monitors staff compliance to security procedures and privacy laws, policies, and guidelines; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines:

- Associate degree in Business or Public Administration or related field; AND
- Five (5) years of administrative support experience, including supervisory experience; OR
- An equivalent combination of education, training, and experience
- Experience with City of Toppenish is preferred.

Knowledge, Skills, and Abilities:

- City organization, operations, policies, and procedures including accounting, budgeting, and personnel rules.
- State Budgeting Accounting & Reporting System (BARS) for Public Sector financial management.
- Current legislative, political, and economic trends in municipal government issues.
- Professional standards for business correspondence, writing, spelling and grammar.
- Business and personal computers, and spreadsheet software applications.
- Customer service standards and protocols.
- Principles of record-keeping, records retention, records management, and file maintenance.
- Local community resources and regional community issues.
- Understanding and applying relevant rules, ordinances, codes, regulations, policies, procedures, administrative orders, and other governing regulations.
- Using initiative and independent judgment within established procedural guidelines.
- Reviewing and monitoring accounting documents for accuracy and completeness.
- Planning, prioritizing, and completing assignments with minimum supervision.
- Analyzing problems and identifying solutions.
- Writing complex reports and correspondence from brief instructions.
- Establishing and maintaining effective working relationships.

Knowledge, Skills, and Abilities (continued)

- Dealing tactfully and courteously with the public and others seeking information about City functions and activities.
- Communicating effectively verbally and in writing.
- A valid Washington State Driver's License and Notary Certificate may be required.

JOB CONDITIONS

Work is performed in a standard work environment.

APPROVED:

Lance Hoyt, City Manager

Date