

# City of Moultrie

## Job Announcement



**Position:** Executive Assistant to the Director/Administrative Coordinator

**Department:** Utilities

**Starting Salary:** \$36,400 (Salary Based on Qualification and Experience)

**Date:** December 8, 2023

### **SUPERVISORY DETAILS:**

Receives direct supervision from the Director of Utilities

### **ILLUSRATIVE DUTIES:**

1. Provides administrative support to the Utilities Director and supervisory staff of the department to include requisition requests, ordering of materials and supplies, gathering of information, travel requests, requests for payments and checks, etc.
2. Prepares, maintains, and files office reports, including utility compliance documents, facility and infrastructure documents, contracts, and general correspondence between Utilities Department and other governing agencies.
3. Prepares, maintains, and files monthly reports and logs for all Utilities departments.
4. Drafts, edits, and/or finalizes official letters. Mails and files executive correspondence.
5. Reviews outgoing correspondence for consistency with administrative policy as well as for format, grammatical construction and errors.
6. Schedules conferences and meetings for Utilities Director. Prepares necessary documents and/or presentations for meetings.
7. Calculates and communicates monthly power adjustments and rates for billing support.
8. Assists in preparation of departmental budget and monitors expenditures.
9. Prepares departmental payroll and maintains leave records for all employees of the department.
10. Maintains and manages all Utilities personnel interaction, information, records, and files. Communicates all relative personnel information to Human Resources department.
11. Ensures certain compliance deadlines are met as it pertains to local, state, or federal laws (may be utility-related or to support other departments).

12. Assists employees with accident and incident reports and coordinates mandatory employee appointments following such.
13. Assists in gathering data/information for inter-departmental projects, programs, or functions.
14. Receives and screens telephone calls and visitors. Determines urgency of business and directs calls/visitors as necessary.
15. Greets and directs walk-in customers.
16. Provides back-up support to the Utilities Dispatcher, including answering of telephones, communicating work orders, and remaining aware of location of crews.
17. Confers with Utilities Director regarding unusual situations.
18. Provides administrative and clerical support during and after emergencies (storm-related events and /or major utility outages).
19. Uses tact and discretion in the amount and type of information given to various parties.
20. Exercises initiative in response to City requests and/or customer complaints. Remains abreast of these statuses and is able to provide timely updates to such.
21. Maintains courtesy and professional image of all departments and the City.
22. Performs other duties as assigned.

**POSITION REQUIREMENTS:**

1. Good working knowledge of the operation of a two-way radio.
2. Good working knowledge of personal computers.
3. Ability to work rapidly and accurately under pressure.
4. Ability to deal fairly and courteously with the public.
5. Must be a high school graduate or equivalent.
6. Ability to type a minimum of 35 wpm.
7. Proficient with several software programs including word processing, spreadsheets, databases, and publishing.
8. Must be able to communicate professionally in business and possess an excellent vocabulary.
9. Ability to exercise and maintain confidentiality.
10. Ability to maintain effective working relationships with co-workers, managers, City leadership and the public.
11. Must be self-motivated.

**EXPERIENCE/SKILLS PREFERRED:**

1. Experience in purchasing, personnel, and budget procedures.
2. Experience in research techniques, data manipulation and compilation.
3. Above-average operating knowledge of computer systems and office equipment.
4. Knowledge of accounting, purchasing, human resources, clerical practices and procedures.
5. Ability to understand or learn mechanical, industrial, or technical terms and applications.

**If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest.**

**Position openings are to remain posted for three (3) working days before the position is filled so that all qualified employees will have an opportunity to apply.**