



The City of Marshalltown is an equal opportunity employer

Position Announcement

24 N Center Street, Marshalltown, IA 50158

Ph 641-754-5704

www.ci.marshalltown.ia.us

hr@ci.marshalltown.ia.us

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- Position:** Administrative Assistant (Engineering)
- Department:** Public Works
- FLSA Classification:** Full Time Non-Exempt (hourly)
- Civil Service Classification:** Not covered by Civil Service
- Pay Range:** Non-Union Pay Grade 16 – \$19.69 – 24.59 **Starting Pay Rate:** \$19.69/hour
- Application Process:** All applicants must submit the following materials:
*City of Marshalltown Employment Application.
Applications can be found at www.ci.marshalltown.ia.us under employment opportunities.

Employment application should be completed electronically and sent to the City of Marshalltown Human Resource Department either by email hr@ci.marshalltown.ia.us or printed and mailed to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

Date posted: April 20, 2017

Closing Date: May 4, 2017 at 5 P.M.

General Statement of Duties

Performs a wide variety of general office clerical, secretarial, and administrative support duties for the Public Works Director and other assigned department personnel; does related work as required.

Distinguishing Features of the Class

This is highly responsible clerical, secretarial, and administrative support work involving performance of a wide variety of general office duties. The work is performed under the general direction of the Public Works Director but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close and cooperative working relationships with supervisory personnel, other office personnel, and the general public; provide the full range of secretarial services to the department manager; possess a thorough understanding of his or her supervisor's authority and areas of responsibility; and may supervise the work of temporary employees as required. An employee in this class may also be assigned responsibility for performing department or office bookkeeping duties.

Examples of Essential Work (Illustrative Only)

- Receives requests from the public for department-related information and provides such information or directs requests to other appropriate department or other City personnel;
- Prepares and processes program applications and permits appropriate to the department's operations such as sewer system and maintains a database;
- Prepares driveway and sidewalk inspections form in a database that are reported by the public;
- Prepares purchase orders and maintains spreadsheet on departmental budget expenditures, reconciles expenditure statements such as VISA;
- Prepares project specification book, bid tabs, monthly payment estimates, and prepares contracts for the City Engineer and Public Works Director;
- Prepares resolutions and ordinances from the results of bid tabulations, stop sign installation, no parking signage for the council consideration;

- Prepares licenses for more than 400 electricians for the Public Facilities Superintendent/Electrical Inspector;
- Process requests for locates for water on a daily basis and maintains in a computer database;
- Maintains a database for capital improvement projects for resurfacing, concrete repair, airport maintenance;
- Serves as the personal and confidential secretary to a department manager and other assigned department personnel;
- Writes letters, reports, statement, specifications, memoranda, and other related materials;
- Responds to letters or memoranda within assigned areas of responsibility and drafts responses to other letters or memoranda for review and approval by supervisor;
- Takes minutes of meetings and drafts minutes of meetings for approval;
- Receives and screens visitors, telephone calls, faxes, mail, and messages directed to office personnel;
- Listens to and processes complaints from the public relating to department or City operations and takes appropriate action to resolve or refer such complaints;
- Interprets and applies departmental rules, policies, and regulations in accordance with prescribed procedures and guidelines;
- Maintains files and records of correspondence, reports, memoranda, legal documents, minutes, and other materials as instructed and makes complete and up-to-date files and records quickly available to supervisor and other office personnel as requested;
- Prepares correspondence, memoranda, reports, agendas, schedules, assignment sheets, newsletters, bulletins, and time-sensitive narrative and statistical reports as instructed and requested by supervisor and other designated office personnel;
- Copies, scans, packages, and distributes a variety of written materials as requested by designated office personnel;
- Arranges appointments and coordinates conferences, notifies participants, prepares and distributes agenda and accompanying materials, arranges meeting details, and follows-up on decision items;
- Compiles and maintains records relating to department personnel, including training activities, sick leave, vacation, overtime, and related records;
- Prepares and processes payroll for department personnel and prepares related reports;
- Collects data for and prepares statistical reports and other information on department operations, activities, and special projects, including development of the department's budget and capital plan and operational programs;
- Collects payments and writes and records receipts for cash and non-cash items;
- Manages department accounts receivable and accounts payable processes in accordance with established policies and procedures or as assigned;
- Maintains department reference books, journals, and other publications as assigned;
- Participates in the coordination and operation of special department division programs and projects and programs;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

Required Knowledge, Skills, and Abilities

- Thorough knowledge of modern office procedures, practices, and equipment;
- Thorough knowledge of departmental programs, policies, and operations as applied to the work performed;
- Thorough knowledge of modern office filing systems and procedures;
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures;
- Ability to communicate well with others, both orally and in writing;
- Ability to understand and follow complex oral and written instructions;
- Ability to establish and maintain effective working relationships with other office employees, supervisory personnel, other City employees, and the general public;
- Ability to operate a personal computer using standard word processing, spreadsheet, and database applications appropriate to assigned duties;
- Ability to take and transcribe dictation using shorthand, speed writing, or transcription machine;

- Ability to maintain clerical records of considerable complexity and to prepare reports from such records;
- Ability to locate and read technical documents related to department or office functions;
- Ability to understand and make work decisions in accordance with department rules, regulations, policies and procedures;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of clerical, secretarial, bookkeeping, and administrative support tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to exercise tact, patience, and courtesy;
- Ability to consistently maintain regular and punctual attendance at work.
- Ability to communicate in English.

Acceptable Experience and Training

- Graduation from a college or university with an Associate's Degree in secretarial science or office management; and/or
- Two years experience in the performance of secretarial or office management duties, including bookkeeping, preparation of reports and managing accounts receivable, accounts payable, and office inventories; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively with others in person and over the telephone;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to prepare, review, and file a variety of written documents in both electronic and hardcopy forms;
- Vision ability for close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and to transport files as requested;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to access and transport files as requested;
- Ability to sit for extended periods of time;
- Ability to pass employment physicals including drug testing.

Essential Working Conditions

- The noise level in the work environment is usually moderate.

City of Marshalltown Benefits & Retirement Information

Insurance

Employees in this class of employment and their eligible dependents are eligible for group health coverage on the first day of the month immediately following start date of employment

Medical/Dental

- Wellmark Alliance Select PPO Network
- \$20 Office visit co-pay when PPO providers are utilized
- \$500 single/\$1,000 family deductible
- \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

Voluntary Avesis Vision Plan

- Annual allowance for contact lenses or frames and lenses.
- Discounts for Lasik Surgery

Life Insurance

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000, \$7,500 or \$10,000).

Long Term Disability Insurance

- 180 day waiting period (period of time you must be disabled before benefits begin).
- Benefit is 60% of base salary with a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium for employees

Flexible Benefit Plan

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

Employee Assistance Program

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

Vacation The vacation schedule is as follows:

1 week after 1 year, 2 wks after 2 yrs, 3 wks after 5 yrs, 4 wks after 12 yrs

Paid Holidays & Personal Days

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, and a Floating Holiday for Christmas; and 2 personal days granted on employees anniversary date.

Sick Leave

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

Retirement plan

Employees in this classification of employment are required by state law to contribute to the Iowa Public Employees' Retirement System (IPERS). Although the principal focus of IPERS is to provide an adequate retirement plan for career public employees, even if employees do not retire under IPERS the contributions made by the employee will always be their money.

Continuation of health/dental insurance when no longer employed by the City

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "normal" retirement with IPERS or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

Retirement Health Savings Plan

Upon separation of employment or retirement with the City, eligible severance vacation and sick time (25% payout for employees who have a normal retirement and have 15 years of service or more) will be converted into a RHS account on a tax deferred basis. These RHS account dollars can be used to pay for medical expenses such as: health insurance premiums, Medicare premiums, COBRA premiums, co-pays, deductibles, prescriptions, and other qualified expenses defined by the IRS.

Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket.

ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.