



THE CITY OF RICHFIELD, MINNESOTA
Announces an Opening for the Position of
ADMINISTRATIVE AIDE/ANALYST
Public Works Department
Full-Time Regular Position

SALARY

Starting Salary: \$4,416.53/month plus full City benefits.

Salary Range: \$4,416.53/month minimum to \$5,674.93/month maximum.

NATURE OF WORK

Under general supervision of Director of Public Works, performs administrative and analytical work of considerable difficulty related to Public Works Administration, Engineering and Operations, supervises clerical staff, and performs related duties as required.

EXAMPLES OF ESSENTIAL DUTIES

Monitors the processing of all City Council staff reports and memos, ensuring they adhere to prescribed timelines.

Researches, compiles, analyzes, and organizes information, for policy development and budget preparation including drafting reports.

Receives clerical and administration assignments from the Public Works Management Team and distributes the work as necessary.

Supervises clerical staff, including scheduling, assigning and monitoring work, and performing annual performance evaluations.

Acts as Department communications coordinator by monitoring social media, updating Department webpages, and working with staff and consultants to distribute and post information on Department initiatives.

Drafts correspondence, memos, and staff reports requested for distribution to residents, internal staff, City Council, or other audiences related to Public Works initiatives.

Leads the preparation of Division and Department annual budget documentation (\$13M operating and \$60M capital improvement plan).

Tracks annual operating expenditures to ensure compliance with budget:

- General Fund: Streets, Parks, Forestry, Engineering
- Utilities: Water, Wastewater, Stormwater
- Internal Fund: Garage

Provides decision support to managers by evaluating performance measures, Cityworks reports and providing recommendations on improving effectiveness.

Tracks payables/receivables, purchases, consultant work orders and invoices (in cooperation with the Project Engineer) to ensure they are properly processed and approved in a timely manner.

Prepares legal notices, advertisements, contracts, etc., for compliance with State laws, City policies, and department procedures.

Reviews and edits written material, e.g., letters, memos, minutes, and reports, and prepares routine correspondence for the general public and policy makers.

Maintains and prepares agenda for departmental staff meetings.

Manages the work flow of the department by tracking the status of departmental projects and activities and notifying the Director of problems.

Receives requests for service and ensures entry into the Cityworks system and prepares periodic reporting of the service requests to management team.

Provides back-up for processing payroll time cards for all departmental employees, and reviews all leave slips for proper signatures.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of municipal public administration and public works principles.

Knowledge of State, regional and municipal governance.

Knowledge of administrative, accounting and budgetary practices including basic knowledge of utility billing.

Knowledge of accepted office practices and procedures.

Knowledge of Work Management software such as Cityworks.

Strong professional, verbal, and written communication skills.

Skill in use of complex word processing, spreadsheet and presentation programs, including Microsoft Word, Excel and PowerPoint.

Skill in the application of project management principles.

Skill in the application of time management principles.

Ability to analyze and organize complex administrative and policy development functions.

Ability to supervise clerical staff.

Ability to work independently.

Ability to track and manage daily paperwork flow through department.

Ability to edit work for both self and others.

Ability to type 40 words per minute.

Ability to establish and maintain effective working relationships with others.

Ability to maintain confidentiality.

Ability to perform basic arithmetic computations.

Ability to sit, talk, and listen for extended periods of time. Specific vision abilities required include close vision and the ability to adjust focus.

Ability to occasionally lift and/or move up to 25 pounds.

DESIRABLE TRAINING AND EXPERIENCE

A combination of training and experience substantially equivalent to graduation from college with a concentration in public administration or business administration, and two years of general administrative experience, including recordkeeping and supervisory responsibilities. Training and experience in analyzing public administration or public works operations, systems or procedures.

APPLICATIONS

Application forms, copies of this bulletin and additional information may be obtained at www.cityofrichfield.org. Only a completed City of Richfield on-line application will be accepted.

Resumes will only be accepted when included with a completed City of Richfield application. **THE CLOSING DATE FOR SUBMITTING APPLICATIONS IS WEDNESDAY, OCTOBER 1, 2014.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER/MFD

The City of Richfield does not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.