

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Administrative Assistant – Part Time</b>	Department:	City Utilities Engineering
Requisition Number:	2023277		
Hours:	Up to 29 hours per week	Rate of Pay:	\$22.58 - \$28.00 per hour
Date Posted Up:	10/11/2023	Date Posted Down:	Until filled
Time Up:	1:00 p.m.	Time Down:	

**SUMMARY**

Working under the direction of the Program Manager –Project Management Information System (“PMIS”), incumbent assists CU Engineering and capital program by providing support for the Project Management Information System (PMIS), project administration, and project procurement. Additionally, the incumbent shall perform executive administrative duties in support of departmental projects, programs, and administrative functions. Incumbent further assists in the implementation and evaluation of systems to ensure that specification and bidding documents are organized, consistent and prepared for construction of capital projects of the Division. This position is excluded from paragraphs 3 and 4 of City Attendance Policy 305; all other paragraphs of this policy apply. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. Specific aspects of work performed by incumbent will be confidential and shall be treated as such and/or as directed. All work duties and activities must be performed in accordance with the City and Utility’s safety rules and operating regulations, policies, and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**Project Management/PMIS Support**

- Assists with maintenance of a project management/performance management methodology to track the effectiveness of PMIS software and project management practices;
- Assists in addressing PMIS issues and concerns from users – including support as PMIS expands to new departments and divisions in the City;
- Assists with training new PMIS Users (including but not limited to Contractors, Inspectors, Engineers, Interns, etc.);
- Assists with and maintaining Document Management in PMIS;
- Assists with tracking PMIS updates and testing of the System;
- Assists with the Enhancement List for PMIS improvements;
- Assists with running various PMIS reports.
- Assists in coordination of project submittals and project management information, including Construction and/or Engineering Submittal coordination.

**Project & Program Documentation & Coordination**

- Works with project managers and designers to assemble and prepare project manuals, contracts and other documents for the delivery of capital projects for the Division;
- Collaborate with engineers and project managers to compile and format project documentation, reports, and presentations.

- Assists, coordinates, and/or performs process documentation and process improvements, including writing of SOPs.
- Assists in maintaining utility standards, specifications, and standard operating procedures;
- Maintains and organizes departmental records, including engineering plans, project documents, and correspondence.
- Handle sensitive information with discretion and maintains confidentiality as needed or directed.

### **MARGINAL FUNCTIONS**

- Processes, coordinates, types, edits, copies, files, and mails paperwork and documents related to the design, installation and rehabilitation of water distribution, sanitary sewer, storm sewer, water treatment and wastewater treatment facilities;
- Assists to complete, close out, and follows up on purchasing requisitions.
- Assists with payroll duties and functions.
- Assists in processing Invoices Requisitions and Personnel documents.
- Assists with Accela Routings and Submittals (over the counter walk in requests), as needed;
- Researches information and assignments as necessary and prepares various spreadsheets to assist staff during projects and in formulating bid specifications, contracts, and other documents;
- Assist with Board of Work requirements and needs such as MinuteTraq.
- Assists in maintaining sewer, storm, and water utility capital program financial records as directed.
- Schedules meetings for capital projects.
- Assists and answers and directs phone calls;
- Assists to perform general counter and reception work.
- Assists to perform and coordinate the legal advertisement of bid process;
- Assists to maintain accurate copies of all computer documents in compliance with office standards;
- Assists with Admin functions within Autodesk BIM Docs platform and assists with PMIS-related functions;
- Assists with administrative duties and functions of the State Revolving Fund (SRF) process;
- Assists with coordination of public meetings;
- Assists staff with purchases, scheduling and other functions;
- Accurately enter data into databases, spreadsheets, and other software tools. Assist with data collection and analysis for departmental reports and projects.
- Assists with supporting Development Services and other staff with “Accela” duties.
- Provide support for special departmental initiatives and projects as assigned.
- Performs other duties as assigned.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **MINIMUM REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Any combination of education/experience equivalent to technical school certification in administration and/or office management and two (2) years administrative experience. Proven experience in administrative or clerical roles, preferably in an engineering or utilities-related environment. Experience with engineering and/or construction is preferred. Proficiency in the use of computers, word processing and spreadsheet office automation software packages; particularly Microsoft Office 365 products such as Outlook, Word, Excel, SharePoint, etc. Specialized knowledge of complex and varied Division of Utilities and Public Works and related industry standards.

## **OTHER KNOWLEDGE, SKILLS AND/OR ABILITIES**

- Strong verbal and written communication skills.
- Ability to schedule meetings for several people and cross-check availability utilizing Microsoft Outlook.
- Ability to work independently and as part of a team.
- Familiarity with engineering terminology and project management concepts is a plus.
- Attention to detail and accuracy.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to write routine reports and correspondence. Ability to represent the program at various meetings. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana Driver's License, if a City vehicle is used;

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.