

CITY OF FORT WAYNE JOB POSTING

Applicants must meet duties/essential functions and minimum requirements.

Job Vacancy:	Clerk to Board	Department:	Board of Public Works
Requisition Number:	2017206		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$44,495.17 - \$54,382.99 Annually
Date Posted Up:	12/18/17	Date Posted Down:	12/22/17
Time Up:	2:00 p.m.	Time Down:	5:00 p.m.

SUMMARY

Working under the direction of and providing administrative support to the Division Director, BOPW Manager and BOPW Board Members, Incumbent ensures all projects being processed through the Board of Public Works are carried out. Incumbent exercises independent judgment in the resolution of administration problems and maintains confidentiality. Incumbent must be flexible and must have excellent project management and interpersonal skills and must able to work well with all levels of internal management and staff, as well as outside vendors, clients and the public. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City policies and procedures as well as federal, state, and local regulations. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City 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.

- Acts as confidential aide and provides primary administrative support to the Division Director, Board Members and the Department Manager of Board of Public Works; Administrative support activities may include but are not limited to answering, distributing; tracking, and following through on telephone calls and written correspondence received in the Board of Public Works office; preparing; editing; copying, distributing, scanning documents, and responding to inquiries from internal staff and the public;
- Keeps Board members abreast of any changes in meetings, public hearings, etc;
- Manages and maintains databases that relate to BOPW agenda documents, processes, and procedures;
- Reviews all agenda documents for legal sufficiency or referral to BOPW Manager or Legal when necessary;
- Manages and maintains all official records of proceedings and actions of the Board of Public Works and Board of Stormwater Management;
- Compiles confidential materials and prepares agendas for Board Meetings, Public hearings, etc;
- Supervises public bid openings;
- Instructs internal and external customers on BOPW policies and procedures;
- Oversees the submission of documents such as contracts, bonds, certificates of insurance, and financial statements from Contractors and Project Managers;
- Reviews documents to assure compliance with local, state, and federal laws;
- Records status of Board actions in minute record book and processes all action from Board Meetings;

- Responsible for the timely submission of legal advertisements, processing of Notice to Proceed, and acceptance of work letters to contractors;
- Provides access to public records as required by the Public Records Disclosure Act;
- Organizes information for presentation of Ordinances to Council and keeps abreast of Ordinances to Council, contracts to Mayors, etc.;
- Maintains current knowledge on State Statues with regards to legal advertisements, Public Hearings, Public bid openings, etc.;
- Acts as a liaison between Board members and departmental personnel;
- Maintains petty cash and deposits bid monies with Accounting Department also makes daily deposits of money as assigned;
- Maintains filing systems and databases i.e.: Systems for tracking project development also maintains updated automated reports;
- Maintains Board of Public Works Internet site with current information;
- Meets and deals courteously with the public, in person and over the telephone regarding Public Works activities and responds to Board of Works functions, project status, infrastructure problems, etc.;
- Displays discretion regarding all work related matters;
- Establishes and maintains an effective working relationship with other staff, administrators, and the general public;
- Performs duties of Notary Public;
- Sells specifications and plans as necessary;
- Composes and types a variety of materials such as letters, reports, and memoranda for the Department Manager; Division Head, etc.;
- Resolves and troubleshoots citizens' questions and complaints by working directly with other City Departments;
- Develops and maintains Standard Operating Procedures for Board of Public Works processes;
- Manage and maintains data storage and retrieval systems for the Board of Public Works office;
- Composes Monthly electronic billing for plans and specifications as needed.

MARGINAL FUNCTIONS

Performs other duties as required.

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 responsibility.

QUALIFICATIONS

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 and/or experience equivalent to a Bachelor's degree in Business Administration or related field and three (3) years experience in an administrative support leadership role.;

- Expert proficiency in the use and customization of word processing and spreadsheet office automation software

OTHER KNOWLEDGE, SKILLS and/or ABILITIES

- Performs duties requiring independent judgment and interpretation of established policies and procedures, and works independently while coordinating projects when necessary;
- Practical knowledge of the practices and regulations of the Board of Public Works or a similar type of government experience including knowledge of local and state laws applicable to the Board actions;
- Ability to establish and maintain an effective working relationship with staff members, Board members, administrators, businesses, contractors and the general public;
- Communicates effectively both orally and in written form;
- Ability to write and speak clearly and concisely to produce reports and provide services to the public and staff;
- Broad knowledge and experience in routine office procedures and practices;
- Strong organizational skills and the ability to prioritize work.

LANGUAGE SKILLS

Incumbent's work consists of complex, relatively varied non-standardized/standardized tasks with the understanding and ability to make practical application of customary procedures that are directly relevant to assigned tasks. The incumbent is expected to handle intricate, detail-oriented administrative support. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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

Incumbent makes choices and takes action on various assignments, including timely updating of various reports, files, spreadsheets and documents. Administers the project cohesiveness and must supply standard administrative practices and protocol to all respective duties which can also affect other City Departments. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

- Notary Public;
- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works in an office environment where the noise level is usually quiet.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st 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. 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.