



# Job Vacancy

## Administrative Assistant Solid Waste & Maintenance

### **Job Description:**

Under occasional supervision, supervises and provides secretarial and clerical support to the Director of Sanitation and Maintenance Operations in the administrative activities and functions of the Department. Exercises independent judgment and discretion in the performance of complex duties

### **ESSENTIAL JOB FUNCTIONS:**

- Coordinates and provides limited supervision of office activities, ensuring compliance with Department policies, procedures, and applicable regulations.
- Performs complex administrative and clerical duties involving extensive contact with the public and interpretation and application of administrative policies and City ordinances.
- Reviews department policies and procedures and makes recommendations for modifications to improve office productivity and efficiency.
- Provides administrative and secretarial support to the Director of Sanitation & Maintenance Operations.
- Answers incoming calls and greets visitors; provides requested information and assistance; routes calls/visitors to appropriate personnel, department, or agency; takes messages as necessary, etc.
- Transcribes dictation; prepares and/or composes letters of correspondence.
- Prepares for Standing Committee Meetings with media notifications, agenda and minutes for meetings.
- Contacts proper personnel for response to customer complaints/problems.
- Types and/or prepares a variety of records and materials such as purchase orders, requisitions, various forms, work requests, check vouchers, encroachment permits, garbage citations, vehicle listing reports, outstanding work and service orders, accident/injury reports, department payroll, etc.; prepares reports from source files and related data.
- Ensures that the Administrative Assistant is adequately trained in all areas of Solid Waste and Building Maintenance functions.
- Orders office supplies through the warehouse or through a vendor.
- Manages and maintains the maintenance request system.
- Manages backyard pick-up program for disabled and elderly.
- Manages customer listing for residential, backyard, and businesses that participate in the recycle program.
- Prepares, completes, and maintains files for work orders and UB service orders.
- Manages proper file on Construction roll-off containers and sway carts for the department.
- Maintains a Building and Grounds file on each City location for the Director of Sanitation & Maintenance Operations.
- Develops and maintains effective filing system for the safekeeping of confidential materials.
- Manages file on contract customers, sole source, and regular vendors in compliance with city policy.
- Provides assistance in the preparation of departmental budgets and assists in monitoring expenditures for compliance with the City procurement policy.
- Makes travel arrangements as necessary.

- Utilizes a computer for the purpose of entering and updating data. Manages the departmental computer network and makes arrangements for service and support from hardware/software vendors as required.
- Keeps abreast of work order status to ensure timely completion.
- Operates various types of equipment and tools in the performance of duties such as a computer, typewriter, calculator, two-way radio, copier, scanner, etc. Contacts news media when necessary to place an ad.
- Coordinates related procedures with the Finance Department.
- Serves as departmental personnel officer by disseminating City information to employees and assisting with employee compliance with City policies.
- Prepares and maintains absence records for department employees.
- Assists vehicle maintenance section with inventory acquisition and charge system.
- Assembles monthly reports/charts to City Council and City Administrator.
- Fills in for Scale house Attendant.
- Performs all work in compliance with established policies, procedures, regulations, and standards of quality and safety.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

**Desirable Education and Experience:**

High School Diploma or GED equivalency with two (2) years of secretarial/clerical experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must be able to type at the required corrected rate.

**Application for Position:** Applicants interested in this job opportunity may apply online at [www.lancastercitysc.com](http://www.lancastercitysc.com) (employment tab) Position Open Until Filled. EOE.

**Position May be Subject to the Following Background Checks:** Credit Check, Criminal History, Driving History, Drug Test, Medical/Physical

Grade	Salary Range		
206	\$15.33 to \$19.16		