ITEM **I**

CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
DECEMBER 2, 2008 AGENDA

Subject:	Type:	Submitted By:
POSITION DESCRIPTION UPDATE	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	JOE SOUCIE PUBLIC WORKS DIRECTOR

SYNOPSIS

A position description for a part time Receptionist/Secretary in the Public Works Department has been created and is attached for your review.

FISCAL IMPACT

This is a part time position (30 hours per week) and was included in the proposed FY 2008/09 budget.

RECOMMENDATION

Approval

BACKGROUND

As part of the proposed FY 2008/09 budget, a part time Receptionist/Secretary position was approved for the Public Works Department. This is a new position that will assist the Public Works Administrative Secretary with a wide variety of clerical functions.

POSITION DESCRIPTION
CITY OF LA VISTA

POSITION TITLE: Secretary/Receptionist
POSITION REPORTS TO: Public Works Director
POSITION SUPERVISES:

DESCRIPTION:
Under the direction of the Public Works Director, serves as a receptionist and performs a wide variety of clerical functions.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)
1. Answers and directs telephone calls.
2. Receives and responds to citizen inquiries.
3. Opens and processes incoming mail.
4. Processes purchase orders.
5. Assists with calculating departmental employee time cards and processing leave slips.
6. Provides clerical support for Public Works staff.
7. Performs clerical staff backup as required.
8. Conducts or assists with special projects as required.
9. Performs other duties as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS
The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE
1. Graduation from an accredited high school or GED.
2. Secretarial/receptionist experience.

Note: **Physical examination and drug screening tests will follow all conditional offers of employment**

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of modern office procedures, methods and equipment including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good public relations, customer service skills and telephone etiquette.
4. Basic alphabetization and filing skills.
5. Basic English usage, spelling, grammar and punctuation skills.
6. Ability to type 45 words per minute.
7. Basic mathematical skills.
8. Ability to maintain confidentiality.
9. Ability to apply common sense understanding in carrying out written and oral instructions.
10. Ability to follow instruction.
11. Ability to read and write proficiently.
12. Ability to work independently without direct supervision.
13. Ability to operate office equipment such as personal computer, postage meter, telephones, photocopier and fax machine.
14. Ability to establish and maintain effective working relations with City officials, fellow employees and patrons.
15. Ability to maintain regular and dependable attendance on the job.

I have read and understand the requirements of this position description.

_____   _____
(Signature)   (Date)