JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Project Assistant – Engineering</th>
<th>Civil Service:</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Engineering</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>City Engineer</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Hourly</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>06/07/2018</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This employee provides a high level of secretarial and administrative support to the City Engineer. This employee maintains records, answers telephones, processes mail, provides customer assistance, and researches information. Additionally, this employee provides information to the public; manages the engineering process, department records and various department accounting functions.

The nature of this position is such that the employee has considerable independence in performing routine work. The City Engineer provides minimal supervision and review unless the nature of the assignment dictates otherwise. An important function of this employee is that he or she is capable of relieving the supervisor of a wide variety of requests not requiring his or her personal attention.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

Performs a variety of administrative duties including the following:

- Processing invoices;
- Reconciling monthly credit card statements;
- Providing assistance with budget preparation;
- Assist in writing council agenda, council memo, resolutions and Ordinances;
- Update website and google map of construction project information;
- Update and distribute weekly construction update email;
- Review site and subdivision plans;
- Process associated plan of improvement fees;
- Enter, process, charge permits using permit software;
- Project binder coordination [electronic and hard copies];
- Prepare documents for bidding including notice of hearing, posting on websites and creation of bid tabs;
- Write, review requests for proposal and review and rate submittals;
- Scheduling meetings;
- Managing Engineering Department staff calendars;
- Taking, transcribing and recording minutes;
- Preparing meeting agendas;
- Assist in project administration tasks with Staff Engineers;
- Perform Davis Bacon Payroll review for projects per funding source;
- Processing incoming and outgoing mail;
- Drafting letters and memoranda;
- Gathering information and data for the Department;
- Preparing monthly status reports;
- Updating monthly financial statements;
- Ordering supplies;
- Managing, updating, and tracking business contracts;
• Write easement agreements, Memorandum of Agreement and Understandings
• Attend, assist, and participate in community outreach and Public Open Houses regarding Engineering and related projects

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

List key dimensions (measurements for success) for this position:

• Proficiency in using computer systems, web site entries, and the listed software applications associated with performance of assigned work is essential. Basic problem solving skills associated with software applications used is expected. Software usage relevant to job duties will be evaluated.
• Extensive knowledge of and experience with Microsoft Word, Outlook, and Excel are required.
• The ability to learn and use proficiently within 6 months; Microsoft PowerPoint and Access, Adobe Acrobat, ESRI ArcGIS Software, and City Municipal Permitting and Financial Software Applications.
• Ability to effectively communicate in English with citizens and employees by telephone or face to face.
• Ability to read, speak, write and understand English. Skilled in written and spoken communication of administrative and technical data with strong grammar/spelling knowledge sufficient to screen own work as well as that of others.
• Strong communication skills, both oral and written, with sufficient command of English to effectively compose and edit documents is important; as is the ability to review technical documents, interpret and organize data and information.
• Excellent coordination and people skills, including the ability to establish and maintain good working and interpersonal relationships with the general public, management, City staff, members of boards and commissions, elected officials, leadership of other government agencies, as well as with other private and public organizations.
• Ability to read and understand instructions, reports, strategic planning documents, correspondence, trade journals and policies at a college level.
• Ability to perform general math calculations finding increases/decreases, calculating percentages, basic math and creating charts at a college level.
• Ability to operate telephone, computer keyboard, calculator, typewriter, photocopier and similar electronic and manual office machines. Skilled in entering, organizing and retrieving data using computerized spreadsheets and databases, in preparing reports, presentations and correspondence using word processing and other software, use of the internet for research, communication and data exchange.
• Ability to operate keyboard at 60 words per minute minimum.
• Ability to sit for long periods of time for typing and computer work.
• Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
• Ability to readily develop an understanding of organizational functions, policies, and procedures as prescribed by management.
• Vision Requirements: The standard for use with those whose work deals with preparing and analyzing data and figures, extensive reading, and the use of a computer terminal.
• Required Physical Activities: Hearing, talking, finger dexterity, and repetitive motions.
• Ability to make minor decisions in accordance with established laws, rules and regulations.
• Ability to maintain clerical records and prepare accurate reports as required.
• Ability to prepare effective correspondence on routine matters and perform some office management duties without supervision.
• Ability to understand and implement oral and written instructions.
• Good telephone skills and presence.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
• Ability to read and understand Engineering documents including legal descriptions, bid documents, bid bonds, MOAs, MOUs, easements, etc. and to be able to explain engineering topics at a beginning engineering level to the general public.
• Ability to read and understand regulations and requirements of the Environmental Protection Agency and the Iowa Department of Natural Resources.
EXAMPLES OF WORK

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Coordinates the records management effort within the Department; assists Department with preparation of the Department monthly and annual reports; special projects and activities; and grant applications. Responds to customer requests for information and assists the Engineer with follow up on work assignments.
- Provides administrative and secretarial support to the Stormwater Advisory Committee; provides assistance to other citizen boards and committees as assigned, including; scheduling meetings, preparing agendas, assembling and distributing packets, drafting and submitting public notices for the newspaper, preparing legal posting of properties, drafting legislation for review by the Director, recording meetings and transcribing minutes.
- Assists the City Engineer with the tracking and monitoring of stipulations in development agreements; requirements for various development projects, and the status of development projects.
- Review and issue permits regarding work in the right-of-way with an understanding of Engineering plans and documents.
- Maintains a bookkeeping system for various transactions of the Department; keeps personnel records, create and maintain GASB forms, prepares payroll and compiles various reports on the activities of employees as requested by City Engineer.
- Performs general financial administration for the entire Department by reconciling Department staff monthly credit card and petty cash spending, monitoring Department Expenditure rates, and handling subscriptions and professional association renewals.
- Provides administrative support, when appropriate, to the Community Development Department’s Permit Technicians by greeting customers at the front counter; responding to telephone and customer walk-in inquiries and accepting applications. Crossed trained to complete tasks performed by Community Development staff on a limited basis and when appropriate.
- Assists in responding to citizen requests related to Stormwater management, drainage, and erosion control.
- Assists in organizing, planning, taking reservations, etc. for meetings and events for Engineering related national and state boards in which staff participates.
- Provides notary public services for the department.
- Performs other related work as assigned.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High school diploma is required;
- Two-year degree in an Engineering, planning, or business administration or related field is preferred.
- Four-years of experience in a similar role in a technical environment with exposure to the public would be advantageous. Any acceptable combination of education, training and experience that provides the above knowledge, abilities and skills may be substituted.
- Must be able to acquire Iowa Department of Transportation Certification in Contract Administration II & III within one year of hire.

WORKING CONDITIONS

List working conditions for this position:

- General Physical Characteristics: The work is primarily sedentary, involving sitting 80% of the time, standing and walking 10% of the time and outside field work for periodic field work and site visits related to City projects.
- Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions.

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical