JOB DESCRIPTION
Projects Assistant

GENERAL PURPOSE
Under general supervision; performs a variety of technical, analytical and administrative support duties in providing responsible staff support to one or more City departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
An incumbent in this class assists department or division heads with special projects, reports or other assignments, performing a variety of administrative support and analysis functions which involve an in depth knowledge of a wide range of City policies, procedures and technical work processes.

Projects Assistant is distinguished from Administrative Assistant in that the latter is expected to perform the full range of ongoing administrative and office support functions to facilitate the efficient and effective operation of a specific department while a Projects Assistant may work for one or more departments and is expected to, as directed, assist the department head in completion of a variety of special and/or technical projects, reports and other related duties, many of which involve requirements by other public agencies or enforcement of City laws and ordinances, while executing some, but not all, administrative and office support functions expected of an Administrative Assistant.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Researches and collects financial, statistical, technical and specialized data from multiple sources for assigned research and special projects, including the compilation and completion of a variety of complex and time-sensitive reports as required by other public agencies or for the City’s internal use; as necessary, performs data analyses and comparisons; develops and maintains spreadsheets to facilitate data interpretation and manipulation.

Composes, revises and edits a variety of routine to moderately difficult correspondence, reports, and informational materials; from rough notes, drafts, dictation, or brief oral instructions, types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements, technical charts, tables and other specialized materials ranging from routine to complex; proofreads and checks typed and other materials for accuracy and completeness and for compliance with policies and regulations.

In accordance with City codes and ordinances and department procedures and practices, processes facility use permits; reviews applications and issues permits; maintains and updates facility use schedules; performs bookkeeping and maintains current, complete and accurate records related to facilities receivables, payments and usage.

As assigned, designs, develops and/or maintains specialized databases using standard spreadsheet software; utilizes software systems and programs, including the development and maintenance of work order
tracking database; maintains telemetry data archives; utilizes and maintains SCADA systems software; as required, provides support to staff in mid-range computing functions and applications for specialized and technical hardware, programs and applications, including the telemetry system.

Receives and screens visitors and/or telephone calls and interacts with donors on special privately-funded projects, providing general and specialized information regarding assigned function that may require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures; skillfully handles complaints and inquiries regarding department functions and responsibilities; researches and responds to requests or refers complaints and requests to other staff when warranted.

Within City and department regulations, policies and procedures, performs purchasing duties for assigned equipment, materials, supplies and/or services; obtains and, as assigned, evaluates bids; recommends the award of bids, selecting appropriate vendors and suppliers; prepares requisitions and purchase orders; as assigned, coordinates with and monitors vendors to ensure equipment, materials, supplies and services are appropriately provided.

Utilizing GIS system and knowledge of City planning policies and procedures, researches planning documents, site plans, permit applications and archives as requested by management.

**OTHER DUTIES**

Responds to minor medical aids; backs-up radio dispatch for lifeguard emergencies.

Supervises and schedules student volunteers and community service participants.

**DESired MINIMUM QualIFICATIONS**

**Knowledge of:**

Municipal government functions specifically related to project assignments; research techniques and procedures; the City’s telemetry, GIS, and other specialized systems; basic techniques and formulae for financial and comparative analyses; methods of report presentation; office administration practices and procedures; principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation; City organization, ordinances, rules, policies and procedures applicable to departmental operations; basic functions of public agencies, including the role of an elected Council and appointed boards and commissions; advanced uses of word processing, spreadsheet, database and other standard software to create documents and materials requiring the interpretation and manipulation of data; recordkeeping, filing and purchasing practices and procedures.

**Ability to:**

Prepare clear, accurate and concise reports, records and other materials; communicate clearly and concisely, orally and in writing; operate a computer using word processing, database and spreadsheet software; collect, evaluate and interpret varied information and data; interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures; coordinate multiple assignments and meet critical deadlines; organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility; type accurately at a speed necessary to meet the requirements of the position; compose correspondence from brief instructions; understand and follow written and oral instructions both with City staff and customers; use tact and discretion in dealing with sensitive situations and concerned people and customers; establish and maintain effective working relationships with City managers, staff and others encountered in the course of work.
Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school, or G.E.D. equivalent, supplemented by college-level coursework in business or public administration or a related field with two years of increasingly responsible administrative experience; or an equivalent combination of training and experience. Experience in a government setting is highly desirable.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, an employee is frequently required to sit, walk and stand; talk or hear, both in person from short and long distances and by radio or telephone; use hands to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Mental Demands
While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks; work under deadlines with frequent interruptions; and interact with City managers, staff, customers, the public and others encountered in the course of work, some of whom may be dissatisfied or abusive individuals.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee typically works under typical office conditions, and the noise level is moderately quiet. The employee may occasionally be exposed to outdoor weather conditions.