



Rocky River Wastewater Treatment Plant Administrative Assistant – Part-Time

Mayor Pamela Bobst

Reports To:	Superintendent	Salary:	\$18.00/hr - \$25.00/hr
Shift:	Various Day Shift Hours -Monday through Friday 10 – 29 hours a week available	FLSA Status:	Exempt

Position Overview:

Under supervision of the Wastewater Superintendent, the Administrative Assistant performs clerical, payroll, purchasing, records retention, filing and general administrative organization. The Administrative Assistant will assist in the submission of required regulatory documentation. The Administrative Assistant also performs the duties of other department personnel as needed to ensure effective operation of the department. The Administrative Assistant uses standard office equipment including, but not limited to the City's telephone system, shredder, computers, city based computer systems, and calculator. Administrative Assistant will be responsible for upkeep of copier. The work is performed in a typical office environment where the employee is not generally exposed to adverse environmental conditions and to which access is monitored and controlled. Position is exposed to odors.

Duties:

1. Clerical Support 85%

- Answers telephone, screens and directs calls, records and forwards messages as needed; responds to requests for assistance or information as needed*
- Performs routine office procedures including filing, word processing, faxing, copying, shredding, processing and distributing correspondence and mail *
- Utilize the city/plant data systems*
 - Utilizes the Munis Financial System to monitor the purchasing process (enter requisitions, payments, and packing slips, invoices, etc), as well as the accounts payable and receivable functions
 - Assists in the payroll process by inputting and monitoring information for the city's payroll system
 - Assists in maintaining facility work order program
 - Performs clerical purchasing procedures*
 - Completes requisition and invoicing forms in MUNIS.
 - Checks receiving with invoices to ensure deliveries are accurate
 - Enters laboratory data, plant data, and asset data*
- Functions as department liaison for office equipment, telephones, and copy machines*
- Performs their duties in a responsible and professional manner consistent with standard operating procedures and best management practices
- Assists in the payroll process*
 - Monitors employee time cards
 - Enters data and information into computer to establish and maintain current records

- of daily attendance, hours, workers, sick and vacation leave balances
- Maintains files and records for department including administrative, laboratory, maintenance, operations, pre-treatment, training, and payroll records.
- Completes documentation for regulatory programs including monthly operating reports (EDMR), annual reports, etc.
- Assist in information gathering for research/projects pertaining to maintenance and operations
 - Types routine form letters
- Ensures adequate levels of office supplies are maintained and orders supplies as needed
- Assist in preparation with various weekly, monthly, quarterly and annual reports of department activities
 - Retrieves, researches, collects and compiles information and summary statistics to prepare reports
 - Completes routine paperwork/forms
 - Reviews reports to verify accuracy and makes corrections as needed
 - Copies, mails and distributes reports to appropriate parties
- Searches for funding opportunities and submits requests for funding
- Assists employees with human resource related activities when applicable

2. Record Retention 10%

- Manages the records retention building which is located on the wastewater campus
 - Organizes documents according to E.P.A., county, and city's retention schedule
 - Coordinates with city's record retention committee regarding retention and disposal schedules
 - Relay meetings minutes to Superintendent after the committee meets
 - Completes forms for the city's retention program
 - Arranges for actual physical disposal after approval is granted
- Records, types, copies and distributes minutes of various meetings*
- Files documents in appropriate files

3. Miscellaneous duties 5%

- Performs additional duties and assignments as required*
- Perform light housekeeping duties as needed for storage areas
- Attends various meetings and training as assigned
- Can perform office visits to collect outstanding information or follow up on data collection

**Denotes essential function of the job*

Minimum Qualifications:

- A high school diploma or equivalent.
- 1 to 3 years of previous experience involving clerical and administrative work, or an equivalent combination of education and experience which provides the necessary skills and abilities to perform the job.
- Must be proficient in the use of Microsoft Office, electronic data entry, financial software, and payroll software. Proficiency in Enterprise Resource Planning Software MUNIS is preferred.
- Must possess a valid state issued driver's license.

Position will be posted until filled. Applications may be obtained at
http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.
Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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