

**CITY OF SALINAS**

**PUBLIC WORKS ASSISTANT**

**BARGAINING UNIT/CLASS CODE:**

**SMEA / C14**

**DEFINITION**

To provide paraprofessional technical assistance in the development and maintenance of Development and Engineering Services programs and budget activities.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision and general direction from the Development and Engineering Services Administrative Supervisor, Department Director or other higher-level administrative personnel. Exercises direct supervision over Office Technician and other temporary employees assigned to this position.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Supervise, review and approve all purchase orders under \$1,000. Supervise the processing of change orders for approved Public Works contracts. Assist in the preparation and monitoring of the Department operating and CIP budgets. Prepare quarterly and annual department wide budget performance indicators. Process State and Federal reimbursements for special (grant) funded projects in accordance with proper procedures. Review and recommend City property lease fees and ensure collections of fees by Finance. Work with the Legal Department in negotiating, drafting, and preparing lease agreements. Prepare and present City Council reports. Assist with all counter and phone customers. Prepare, process and notarize Notice of Completion of department projects for recording at the County Recorder's Office. Prepare Bond Letters informing contractors and sub-dividers about their remaining bonding obligations and options. Review all Capital Improvement Project contract documents and follow-up on correcting errors and/or omissions. Interpret and analyze applicable rules and regulations. Prepare correspondence, reports, charts and other materials necessary to accomplish Departmental goals. Promote and maintain safety in the work place. Perform other related clerical administrative duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

State and Federal laws and procedures pertaining to grant funded reimbursements. English usage, spelling and punctuation. Principles and practices of public organizations, including office practices, recordkeeping, and budgeting. Research methods and procedures; business mathematics. Operation of personal computer with proficiency using word processing and spreadsheet programs.

**CITY OF SALINAS  
PUBLIC WORKS ASSISTANT (continued)**

**Ability to:**

Correctly interpret and apply governmental policy, procedures, and regulations. Prepare concise, comprehensive, and accurate written reports and correspondence. Establish and maintain effective working relationships with City staff, outside agency personnel, and the general public. Communicate clearly and concisely, orally and in writing, both individually and in a group situation. Promote the mission, values and objectives of an effective public organization, particularly in the area of customer service. Effectively organize various tasks and schedules to meet deadlines. Learn municipal budgeting and accounting methods and practices.

**License and Certificates:**

Possession of a valid California Driver's License. Possession of a California Notary Public Commission certificate or ability to obtain one within 12 months of appointment.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the knowledge, skills, and abilities required would be any combination equivalent to sixty (60) college units from an accredited college or university and two (2) years of paraprofessional experience in local government or non-profit organization administration.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 7-00, REV: 8-05, REV: 10-06**