



## Administrative Specialist Public Works

PW/2 - 126

### JOB SUMMARY

This professional position performs administrative and technical duties in support of department operations, which includes transportation planning, project delivery, and coordination with local, regional, and state agencies and governments.

### MAJOR DUTIES

1. Reviews and processes invoices for Public Works projects. Tracks budgets and expenditures.
2. Maintains database(s) of department records and projects.
3. Answers telephones; provides customer assistance; provides information concerning policies, explains permit procedures and regulations; records customer complaints and inquiries; refers to appropriate personnel.
4. Serves as Secretary, or a similar capacity, to the Fayette County Transportation Committee.
5. Files documents, adheres to State Record Retention Schedules.
6. Tracks the receipt, review and processing of Public Works plans and permit applications. This includes preliminary and final plats, utility permits, driveway applications, transportation projects, etc.
7. Maintains the Department's Web site.
8. Assists with administration of Fayette County's Local Administered Project (LAP) certification from the Georgia Department of Transportation.
9. Performs field visits to meet with citizens and property owners.
10. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Proficiency in using the Microsoft Office Suite of software.
2. Knowledge of basic accounting procedures.
3. Ability to prepare grammatically correct and logically sound memorandums, letters, and similar correspondence.
4. Ability to develop and maintain hardcopy and electronic filing systems.
5. Ability to learn and use scheduling, work order and geographic information software.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Director of Public Works assigns work in terms of division goals and objectives. The supervisor spot checks completed work for completeness, compliance with procedures and accuracy. There will typically be daily communication between the Engineering Technician and the Director.

### GUIDELINES

Guidelines include federal, state, regional, and local laws, codes, and policies related to environmental protection, transportation, safety, building and development; technical manuals and policy paper issued by professional organizations; and manuals and policies papers of state and federal agencies. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of related technical and administrative duties. A challenge of the position is the number of projects and work orders underway at any one time.
- The purpose of this position is to provide administrative and technical support for department operations. Success in this position contributes to the efficiency of department operations.

## CONTACTS

- Contacts are typically with other County Departments (e.g. Finance, Purchasing, Road Department, etc.), County citizens, the Georgia Department of Transportation, and other local governments.
- Contacts are typically to give or exchange information, resolve problems and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting, standing, stooping or walking. The position will make periodic field visits that require traversing construction zones and natural environments. The employee will occasionally lift light objects.
- Most work will be performed in an office although occasionally field visits will be required.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education of GED equivalent.
- Enough experience to understand the basic principles relevant to the major duties of the position, usually

associated with the completion of an apprenticeship or having had a similar position for one to two years.

- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.