

**POSITION TITLE:** ADMINISTRATIVE SECRETARY  
**DEPARTMENT:** Utilities Department

**CITY OF  
BOWLING GREEN**

### REPORTING RELATIONSHIPS

Utilities Director

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

None

**DIRECT:** 0

**INDIRECT:** 0

### POSITION FUNCTION

This position is responsible for providing overall administrative assistance and support to the Utilities Department.

### JOB RESPONSIBILITIES

Oversee day to day operations in the Utilities Director office including answer phones, greet public, schedule meetings, process mail and email, order office supplies, create purchase orders, and process invoices for payments.

Provide support and administrative assistance to the Utilities Director. Provide administrative support for the Utilities Department and Divisions including gathering information, preparing and sending correspondence, maintaining spreadsheet and documentation, assist with entering data into the GIS system, updating and distributing the Consumer Confidence Report, documentation related to the Joint Use Permits, tracking and other such databases related to Utilities.

Assist with Board of Public Utilities meetings, record minutes, prepare and submit legislative requests. Prepare and distribute Board of Public Utilities agenda items including informational items, memos to the Board, resolutions, and other documents.

Prepare and submit loan nominations and applications to the Ohio EPA and the Ohio Water Development Authority for Utility projects. Prepare and submit grant nominations to the Ohio Public Works Commission and other funding agencies. Assist with loan and grant administration.

Prepare and advertise Requests for Qualifications and contracts for engineering and professional services. Work with City Engineer and outside engineering consultants to prepare, advertise, and bid projects. Process pay requests, loan or grant disbursements, and change orders. Perform Prevailing Wage responsibilities for applicable projects. Attend preconstruction meetings, visit project sites to perform interviews. Review, confirm, and signoff on contractor payroll. Maintain contract documents.

Maintain Utilities Department records per the records retention schedule. File, scan, and archive documents, update the records retention schedule and the records request log. Maintain and update the Utilities Department web pages.

Create and process purchase orders, invoices, credit card reports, and make travel arrangements.

Administer the annual AMP Scholarship program, including publicizing the scholarship, provide information to local school districts, review and make applicant recommendations to the Utilities Director, coordinate and administer any testing.

Prepare the budget request for the Utilities Director's office. Track budgetary spending. Assist with preparation, compiling, and distributing annual Utility Budget documents to staff and Board members.

Notarize legal documents. Process requests for new electric services outside the corporation limits, annexation agreements, easements, legal descriptions, and filing at Wood County Recorder's Office.

Performs other related duties as assigned.

### PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less and lift/push/pull up to 30 pounds.

**REQUIRED SKILL SETS**

<p><b>Occupational/Technical Skills</b></p> <p>Ability to use spreadsheet, database, word processing and selected job-specific software</p> <p>Must maintain a valid Ohio Driver's license and have the ability to drive</p> <p><b>Administrative Skills</b></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to organize work, set priorities and meet critical deadlines with a minimum of direction</p> <p>Ability to set goals and develop strategies and schedules for meeting them</p> <p>Ability to use techniques of effective time management</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to process paperwork effectively</p> <p>Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information</p> <p>Knowledge of filing methods and records management techniques</p> <p>Knowledge of modern office equipment</p> <p><b>Cognitive Skills</b></p> <p>Ability to deal with a variety of concrete variables in situations where significant standardization exists</p> <p>Ability to identify problems, recognizing symptoms, causes and alternative solutions</p> <p>Ability to make timely, sound decisions</p> <p>Knowledge of methods and techniques of research</p> <p>Ability to perform standard business arithmetic, including percentages and decimals</p> <p>Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference</p> <p>Ability to draw accurate conclusions from financial and numerical</p>	<p>material</p> <p>Ability to research, compile and summarize a variety of informational and statistical data and materials</p> <p>Knowledge of basic budgetary principles and practices</p> <p>Ability to develop original, unusual, successful approaches</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><b>Communications Skills</b></p> <p>Ability to let people know of decisions, changes, and other relevant information in a timely fashion</p> <p>Ability to speak effectively one-to-one</p> <p>Ability to speak effectively before groups and to respond to questions</p> <p>Ability to deliver effective presentations</p> <p>Ability to demonstrate attention to and convey understanding of the comments or questions of others</p> <p>Ability to use appropriate style, format, and tone in informal and formal business communications</p> <p>Knowledge of correct English usage, including spelling, grammar, punctuation and vocabulary</p> <p>Ability to prepare clear and concise reports, correspondence and other written materials</p> <p><b>Interpersonal Skills</b></p> <p>Ability to use tact and discretion</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates, and superiors</p> <p>Ability to deal courteously and diplomatically with the general public</p> <p>Ability to maintain issue confidentiality</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p>
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**DESCRIPTION OF WORKING CONDITIONS**

Work is typically performed in an office setting and is subject to pressure from deadlines. Must be able to work without close supervision. Must be able to work overtime when needed.

**EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS**

Two-year associate degree or equivalent; three to five years progressive experience including senior level administration and clerical support; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.