

# CLASSIFICATION SPECIFICATION

## CITY OF LIMA

An Equal Opportunity Employer

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<b>CLASS TITLE:</b> Public Works Office Manager	<b>Status:</b> Non-exempt	<b>CODE:</b>
<b><u>1010</u></b>		

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**JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.**

Under direction, performs highly specialized secretarial duties and provides administrative support; assists with public relations activities; prepares and maintains records; provides administrative support to various department heads; conducts research and reports results; performs related clerical activities; performs financial transactions; prepares variety of documents from rough draft, recording or written or oral instruction; performs payroll activities; performs facility, equipment and supplies functions, conducts research and reports results to the Public Works Director and other supervisors within the department.

**QUALIFICATIONS: The training, education and work experience which indicates possession of the knowledge, skills and abilities listed below. The minimum acceptable qualifications for this position are:**

Associates Degree in Business Admin, Management or a related field with four (4) years verifiable experience with primary responsibility as a secretary, administrative assistant or comparable role

**ILLUSTRATIVE DUTIES: The following duties are intended to depict tasks performed by this classification:**

1. Performs office manager duties; handles matters of a confidential or sensitive nature; composes routine correspondence for signature; arranges appointments and schedules; ensures proper maintenance and repair of equipment; operates and maintains office equipment; orders office supplies; takes and transcribes dictation; takes and transcribes meeting minutes; receives, sorts and distributes mail; signs supervisor's name to authorized correspondence, inter-office forms, requisitions and similar papers; runs errands for the department.
2. Assists with public relations activities; resolves routine inter-organizational problems; serves as liaison with governmental officials, department heads, constituents, attorneys, media and general public; represents supervisor at assigned functions; transmits decisions and directives to involved parties; routes routine information and documents to appropriate personnel; answers telephone and responds to inquiries and complaints; provides general information to public; greets and screens persons entering department; conducts correspondence with general public, adjusting complaints or supplying information explaining department procedure; interprets regulations according to defined standards and applies rules to a variety of work situations; schedules tours.

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3. Plan and perform a wide variety of duties requiring a broad knowledge of Public Works general information in addition to extensive knowledge of a particular field within Public Works; use independent judgement to devise methods or modify standard procedures to handle different conditions; makes decisions based on precedent and Public Works policy; prepares and maintains records; prepares and maintains information of a confidential or sensitive nature; maintains personnel, financial, statistical and related records according to established procedures; prepares periodic reports for external agencies; retrieves information from files.
4. Provides administrative support to department head(s); gathers and compiles technical information; gathers and compiles routine data for preparation of and prepares routine reports; signs supervisor's name to authorized correspondence, inter-office forms, requisitions and similar papers; maintains frequent contacts with public and private executives, professionals and other officials on behalf of department head(s); performs other duties as required by department head.
5. Performs related clerical activities; prepares form letters; updates organizational records; contacts appropriate parties to verify received information; reviews documents for accuracy and completeness; counts, sorts, collates and arranges documents for typing or copying; verifies receipt of documents; distributes documents to appropriate personnel; operates copy machine to reproduce documents.
6. Performs financial transactions; prepares and maintains detailed financial and/or statistical data; reconciles routine accounts on periodic basis; posts routine account information to ledgers, journals, books or cards; prepares purchase orders, vouchers and requisitions; participates in the preliminary budget process; maintains petty cash fund.
7. Prepares a variety of material from rough draft, written or oral instruction; transcribes documents from recordings; proofreads typed documents and makes necessary corrections; operates word processor to produce typed documents; types information of confidential or sensitive nature; types lengthy or complex technical documents requiring knowledge of specific department terminology.
8. Performs payroll activities, (e.g., reviews and approves time records, calculates and maintains employee leave balances, prepares payroll summary for approval and submission, etc.).
9. Performs facility, equipment and supplies functions; procures services, equipment and supplies; maintains inventory of equipment and supplies;

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prepares purchase orders; requisitions needed supplies/equipment; prepares specifications for vehicle/equipment purchases; performs routine cleaning and maintenance of facility.

10. Operates computer terminal to enter, produce or verify information; administers departmental computer system (e.g., performs routine system maintenance, assists operators with problems and questions, makes recommendations regarding hardware and software, confers with vendors and consultants as necessary, etc.); confers with appropriate officials/agencies to clarify or confirm data; reviews, verifies and edits data to be input; reviews records and reports generated by computer to ensure accuracy and consistency; maintains security of data (e.g., performs proper back-up and storage procedures, etc.); acts as representative to the Information Systems Coordinating Committee.
11. Assists in development of policies and procedures; develops office policies and procedures; develops office forms and procedures.
12. Performs related duties as required; supervises work activities of temporary employees (e.g., assigns and reviews work).
13. Conducts research and prepares relevant reports.
14. Interprets and applies department and office policies, procedures, rules and regulations which may require familiarity with the administrative and personnel procedures, Civil Service Commission rules and departmental organizations.
15. Prepares communication and legislation letters for council; ensures all documents are signed and distributed to the appropriate departments by deadline; tracks and organizes all ordinances related to the Public Works Department; sends and acts upon ordinances as needed.
16. Creates flyers, presentations, and promotional materials for City use; prepares and produces hard copy prints and pamphlets; plans and coordinates special events for the department; follows established branding guidelines for public documents; acts as a departmental liaison to the Communication Committee.
17. Manages parking passes for City owned facilities; reviews recorded footage after alarm discrepancies; reviews live video footage to allow patrons access to regulated areas of the Lima Municipal Center.
18. Creates and assigns vehicles in the fuel management system for multiple departments; creates and assigns fuel cards in the fuel management system for multiple departments; troubleshoots, fixes or replaces non-working fuel cards; checks system for discrepancies; runs reports as needed/requested.
19. Maintains City website data; uploads documents, agendas, minutes, and other City related items to City website; reviews and makes required changes to City website to keep data current; reviews and makes required changes to other programs used for City business;

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creates users for other programs used for City business; troubleshoots issues City employee users have on other programs used for City business.

20. Creates access badges for employees for use at multiple City buildings; assigns roles and functions to access badges; uploads employee photos to system; creates profiles for contracted employees; troubleshoots issues with access badges; creates new badge layouts; manages and adds titles, departments, and other items for display on access badges; deactivates badges as needed; works with DSG to maintain system.

### **KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (\* indicates developed after employment)**

**Knowledge of:** Fair Labor Standards Act; data processing techniques and procedures; organizational goals and objectives\*; purchasing; inventory control; organizational policies and procedures\*; the City's and the department's organizational structure and functions\*; Civil Service procedure\*; union procedures\*; records preparation and management; principles of office clerical administration, including filing system, correspondence procedures, and telephone techniques; correct form and English usage for business communications, including grammar, punctuation, and spelling; office equipment operation; public relations; accounting; bookkeeping; shorthand; competitive bidding law; computer science; supervision; basic arithmetic.

**Skill in:** Excellent MS Office knowledge; outstanding written and oral communication; computer operation; word processing; typing and transcription; operation of copier, fax, and other related office equipment; strategic planning and scheduling; critical thinking; time management; multitasking; collaboration; problem solving; customer service.

**Ability to:** create presentations, programs, spreadsheets to manipulate and organize data using Excel, Word, PowerPoint and Access; calculate fractions, decimals and percentages; prepare accurate documentation; arrange items in numerical or alphabetical order; complete routine forms; maintain records according to established procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contacts with officials and general public; prepare routine correspondence; carry out detailed but basic written or oral instructions; sort items into categories according to established methods; deal with problems involving several variables in familiar context; exercise independent judgment; communicate effectively; develop and maintain effective working relationships; read, copy and record figures accurately; proofread technical materials, recognize errors and make corrections; interpret extensive variety of technical

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material in books, journals and manuals; perform basic addition and subtraction; accurately transcribe information from recordings into various types of documents.

### Essential Functions

With or without reasonable accommodation, the incumbent must:

- ✓ complete all work as detailed in the illustrative duties section at acceptable productivity levels
- ✓ demonstrate all skills and abilities as referenced in this job specification at acceptable productivity levels
- ✓ demonstrate reasonable and reliable attendance
- ✓ maintain all required licensures and/or certifications
- ✓ operate all designated equipment at acceptable productivity levels

**Equipment Operated:** Computer, copy machine, calculator, telephone, dictation equipment, fax machine, printer, postage machine, smart board, automobile, large format scanner and printer.

**Licensors or Certifications Requirements:** Valid Ohio Driver's License, State of Ohio Notary Commission.

Civil Service Board approval date June 2016\_\_

Civil Service Amended: April 3, 2025