

**CITY OF MILL VALLEY**  
**PUBLIC WORKS AIDE**

**DEFINITION**

To perform and respond to administrative needs of the Public Works Department; respond to questions from the public regarding Public Works operations, assemble specifications for general engineering projects, processes sewer service charges and municipal service charges; enters computer data; and related work as required.

**SUPERVISION RECEIVED**

Receives direction from the Director of Public Works.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Screens calls, answers general questions from the public regarding the Public Works Department; communicates directly with Public Works supervisors; assembles and distributes specifications, originates and types routine letters, notice of abatement procedures; understands and answers questions from the public regarding assessor's parcel maps, Flood Zone map, topographic and sewer maps; operates xerox machine; serves as purchasing agent for all City departments; maintains inventory supply room; approves routine Public Works bills, produces requisitions; maintains complex correspondence and map filing system and index; maintains routine files including confidential material; acts as key operator and trouble shooter for copying machine, fascimile machine; maintains, updates, and corrects sewer service and municipal service charges; determines sewer and municipal services charges for various classifications; uses personal computer and wordprocessing, submitting Department Receipt Deposits, Issues Residential Parking Permits; types payroll timesheets.

**OTHER JOB RELATED DUTIES**

Relieves switchboard operator. Performs related duties and responsibilities as required.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- o Filing systems.
- o Public works procedures.
- o Tax procedures.

- o Payroll procedures.
- o Word Processing.
- o Personal computers.
- o Switchboard and telephone operations.

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Ability to:

- o Deal with a wide array of public requests for service; knowledge of modern office practices and procedures as they apply to the needs of a complex and diversified department; ability to maintain Public Works records of some complexity; good editing and spelling skills; and ability to take dictation and type from plain copy at not less than 60 w.p.m.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience: Any combination equivalent to graduation from high school.

Training: Five years of responsible office experience which has included contact with the public and maintenance of complex records and files.

License or Certificate:

- o Possession of or ability to obtain an appropriate valid drivers license issued by the State of California.

Special Requirements:

None

Effective Date: 4/1/93