

City of Portage
Dept. Of Public Works
Public Works Administrative Assistant Vacancy

The City of Portage is accepting applications for a full-time Public Works Administrative Assistant. This position performs administrative functions supporting the Building Inspector, Zoning Administrator and Director of Public Works. This position performs a variety of duties including data entry; administering special assessments, schedules, permits, and surplus property; assembling meeting packets and contracts; and is a main point of contact to the general public. The Public Works Administrative Assistant position is located at City Hall and reports directly to the Director of Public Works.

Qualified candidates should have:

- High school diploma and 3-5 years' experience in an office environment that interacts with the public.
- Familiarity with office computer programs associated with word and data processing as well as permit and financial management.
- The ability to prepare and comprehend a variety of documents including property records, permits, contracts, reports using prescribed format with detail and accuracy.
- Excellent interpersonal, communication and listening skills.

Starting wage for the position is \$19.12-\$28.68/hour depending on experience and qualifications. Position includes health & dental insurance, retirement and a comprehensive benefit package. Complete position description and application may be found on City of Portage website at www.portagewi.gov or obtained from the Portage Municipal Building, 115 W. Pleasant Street.

Apply: By 4:00 p.m. Friday, May 9, 2025, to Phil Livingston, Director of Public Works, at philip.livingston@portagewi.gov, or 115 W. Pleasant Street, Portage, WI 53901. Position will remain posted until filled.

City of Portage Position Description

Position Title:	Public Works Admin Assistant/	Dept:	Municipal Services/Zoning
Date:	Rev. 8/2019; 03/2022	Pay Grade:	<u>E</u> FLSA Exempt
		Reports To:	Dir Public Works

Purpose of Position

This position exists to perform office administrative functions and to provide general support to Building Inspector, Zoning Administrator and the Public Works Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Performs clerical duties: Processes license/permit applications; files, maintains documents; answers telephone; gathers and distributes materials; responds to customer inquiries/requests for service.
- Under direction of Public Works Director performs general support to the department including: receipts and records building permit applications for residential and commercial construction, remodeling, additions and razing; receipts permit fees; assembles contract bid documents; completes necessary reports; correspondence and notices related to Public Works and Capital projects. Maintains inventory of special assessment projects, assists with grant administration for DNR, DOT and other grants, and performs other research and administrative assistance as directed by Public Works Director. Assists Finance Director with financial duties including, capital project tracking, processing special assessment lien requests, and surplus property disposal.
- Assists Zoning Administrator with preparation of meeting agendas, minutes and exhibits for Plan Commission, Board of Zoning Appeals, Municipal Services & Utilities Committee and other committees as required. Receives, reviews and tracks Land Use Permit applications in coordination with Zoning Administrator including the receipt of associated permit fees. Performs other research and administrative assistance as needed for Land Use Permits.
- Performs data entry and database maintenance for GIS, permits, facilities, fleet and solid waste customers
- Acts as back up to Utility Clerks
- Maintains paper and electronic files for public works, engineering, zoning and building inspection
- Maintains sewer back-up reports.
- Acts in backup capacity to other office function and performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Education and Experience

High school diploma, or equivalent with additional training in administrative skills and three to five years' experience in a government office environment, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Knowledge, Skills, Abilities, and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment such as a personal computer, scanner, plotter, calculator, photocopier, fax machine, and telephone system.
- Ability to sit for extended periods (up to 4 hours), bending, and lifting up to 30 pounds.
- Possess or ability to obtain a Wisconsin Driver License within 6 months of hire or have access to reliable transportation.

Mathematical Ability

- Ability to add, subtract, multiply, divide, and calculate decimals and percents.

Language Ability and Interpersonal Communication

- Ability to comprehend and interpret a variety of documents such as invoices, architectural drawings, tax statements, and the state administrative code.
- Ability to prepare a variety of documents such as the permit reports, property records, and permits using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to use and interpret City ordinances, maps, drawings, building plans, and state statutes.
- Ability to keep departmental information confidential.
- Ability to communicate effectively with department heads, elected officials, fellow employees, commission/board members, real estate personnel, and the general public and others.
- Ability to become proficient in office computer applications including Microsoft, financial and utility billing software, Geographic Information Systems and permit tracking applications.

Environmental Adaptability

- Work is performed in an office environment with occasional attendance at evening meetings. Ability to travel to attend conferences, training seminars, etc.

The City of Portage is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.