



City of Greenwood – Administrative Assistant

Job Title:	Administrative Assistant	Job Category:	Non-Exempt
Department/Group:	Stormwater Operations	Job Code:	
Location:	City Center/Dept. Public Works	Travel Required:	No
Level/Salary Range:	Contingent on Experience	Position Type:	Full Time
HR Contact:	Human Resources Coordinator	Supervisor:	MS4 Coordinator
Fax or E-mail: (317) 887-5868 or HR@greenwood.in.gov	Mail: City of Greenwood Attention: Human Resources Department 300 S Madison Avenue Greenwood, IN 46142		
Job Purpose:	Provide support to the Stormwater Department with management of the MS4 program and adherence with the City’s National Pollutant Discharge Elimination System (NPDES) Permit. Contribute to the educational message of the department and the Stormwater Nature Center Testing Lab.		
Duties and Responsibilities:			
<ul style="list-style-type: none"> • Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook. • Answer phones and direct caller to the proper team member. • Input citizen complaints into Cityworks system. • Collect reports/statements from staff to input into Cityworks system. Such information may include, but is not limited to hours worked, equipment, notes. • Maintain files and spreadsheets. Compiles data for weekly and monthly reports. • Responsible for ordering office supplies and keeping the office organized. • Processes purchase orders, scans invoices and keeps track of department expenditures and contracts. • Assists and supports staff with other tasks, including the Nature Center Testing Lab. • Additional duties as assigned. 			
Job Requirements:			
<ul style="list-style-type: none"> • Education: High School Diploma or GED. • Experience: Previous work experience is preferred. History of educational and/or working with elementary aged persons a plus. • Skills and Abilities: Ability to understand and follow oral and written instructions and work alone and with others in a team environment with minimum supervision, prioritize and work on multiple tasks concurrently, and possess a valid Indiana driver’s license. • Physical: Must be able to sit for long periods of time and be able to lift up to 20 pounds. 			
By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.		Employee Signature: _____ Date: _____	
Approved By:			