



JOB DESCRIPTION

Job Title: Administrative Assistant
Department: Public Works
Supervisor: Director of Public Works

JOB SUMMARY

Performs clerical and secretarial duties as required and has contact with the public. Prepares and maintains reports. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves officials of clerical work and minor administrative and business details.

EXAMPLES OF WORK PERFORMED

1. Communicates with the public regarding to Public Works activities and complaints.
2. Locates and attaches appropriate file to correspondence to be answered by employer.
3. Composes and types routine correspondence.
4. Assists on completing reports for State and Federal agencies.
5. Inputs requisitions for items to be purchased and order items.
6. Files correspondence and other records.
7. Makes copies of correspondence or other printed matter.
8. Performs other work as required.
9. Receives deliveries and may occasionally move boxes.

EQUIPMENT/MATERIALS

Desk/Laptop computer, adding machine, phone, copier, scanner, fax machine, other general office equipment.

WORKING CONDITIONS

Works in a well-lighted, air conditioned office; works a five day, 40-hour work week with little hazard to health. Participation in special city events may periodically require weekend work, including Saturdays.

PHYSICAL DEMANDS

Job involves mostly sitting and standing at will, and moving boxes 50lbs or less.

SKILLS REQUIRED

Requires knowledge of general clerical, computer operations, record keeping, and office procedures. Requires the ability to type and ability to deal with the public, using tact and diplomacy. High school diploma with some collage preferred. Reasoning ability. Ability to work with little supervision. Occasionally travels to meetings, conferences, seminars, etc. for City business. Texas Driver’s License is preferred.

NOTE

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be thought of as a complete list of all possible responsibilities, duties, and/or skills of all personnel so classified. The “performs other work as required or assigned” statement is to be understood that it may be necessary to expand an employee’s duties and/or responsibilities on a daily or permanent basis.

THE CITY OF LOS FRESNOS’ GOAL IS TO ENSURE CUSTOMERS RECEIVE THE BEST POSSIBLE EXPERIENCE.

Employee Signature Date

Department Head Signature Date

City Manager Signature Date

Revised: May 2026