

NOTICE OF JOB OPENING

August 3, 2015

JOB CLASSIFICATION: Administrative Assist. To Utilities

Benton Utilities is accepting applications for the above position in the Comptroller Department. A job description outlining job responsibilities and qualifications is attached.

Grade 13: Range \$33,546 - \$50,320

Those who are interested in the position should complete an application and submit it to the Human Resources Department as soon as possible. An application is available from the Human Resources Department or a printable application is available on line at www.bentonar.org. Deadline for returning applications is 5:00 p.m., Monday, August 10 2015.

BENTON UTILITIES JOB DESCRIPTION

JOB TITLE: Administrative Assist. To Utilities
DEPARTMENT: Comptroller
DIVISION: Utilities General
REPORTS TO: Comptroller

Date: 09/2015
GRADE: 13
FLSA STATUS: Exempt
EEOC CATEGORY: Administration

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's rights to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB SUMMARY: The Administrative Assistant to Utilities position has primary emphasis in Human Resources. This position plans, coordinates, schedules and manages all departmental services relating to Employee Benefits, Employee Relations, and Employee Records as prescribed by the Employee Handbook and city ordinances as well as Federal and State Guidelines. The Administrative Assistant to Utilities also supports all administrative positions and serves as backup when needed. The position also creates and publishes the monthly Newsletter, maintains the Utility's social media applications.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsible for employee relations. Meets with and counsels employees concerning benefits, grievances, performance issues, and discipline. Responds to inquiries regarding policies, procedures, and programs. Advises management in appropriate resolution of employee relations issues.

Works with Comptroller to develop and maintain job descriptions and calculating points from the job rating system to determine compensation for new positions.

Maintains and suggests enhancements or changes to the Employee Handbook.

Conducts training sessions with new-hires and new CDL drivers on DOT rules and regulations and Benton Utility Policy.

Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.

Preparation of government reports.

Reviews personnel records to determine names, rates of pay, and occupation of newly hired workers.

Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.

Coordinates management training in interviewing, hiring, terminations, promotions, performance review, and sexual harassment.

Administers performance review program to ensure effectiveness, compliance, and equity within organization.

Administers benefits programs such as life, health, dental and disability insurances, pension plans, vacation, sick leave, leave of absence and employee assistance.

Works with Risk Manager to file necessary claim forms and monitors return to work for on the job injuries. Also works with Risk Manager in the filing of FEMA claims relating to personnel costs, equipment usage, and contractual costs with Federal and State agencies.

Prepares employee separation notices and related documentation.

Represents organization at personnel-related hearings and investigations.

Oversees Service Award Program with appropriate recognition.

Maintains all social media applications for Utilities Departments as well as a monthly newsletter published in utility bills and on web-site.

Competencies: To perform job successfully, an individual should demonstrate the following competencies:

Analytical – Synthesizes complex or diverse information; Collects and researches data.

Design – Generates creative solutions; Demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in a timely manner, Gathers and analyzes information skillfully; Develops alternative solutions.

Interpersonal Skills – Focuses on solving conflict; Maintains confidentiality; Manages difficult or emotional situations.

Oral Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification.

Written Communication – Writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively.

Leadership – Exhibits confidence in self and others; Inspires and motivates others to perform well.

Diversity – Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment

Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.

Education and/or Experience: High School Diploma or equivalent, five (5) years work experience in Administrative or Human Resources field.

Responsibility for Funds, Equipment & Property:
\$5,000+

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and procedure manuals. Ability to effectively present information and respond to questions.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills: Knowledge of Accounting software, Database software; Human Resource systems, Payroll systems; Spreadsheet and Word Processing software.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. The employee is occasionally required to stand; walk and stoop, kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities include close and distance vision.

Work Environment: The noise level in the work environment is usually quiet.