



JOB POSTING

The City of Traverse City Office of Human Resources

Announcement No. 24-019

July 9, 2024

INTERNAL/EXTERNAL POSTING
DPS ADMINISTRATIVE SPECIALIST
DEPARTMENT OF PUBLIC SERVICES
GME-CT Grade Classification 6

The position performs a variety of customer support and administrative support daily functions of the Department of Public Services. The position serves as the central point of contact for community member questions and complaints and as such requires a high degree of resourcefulness to effectively respond to a wide variety of information requests. This position also requires attention to detail and the ability to accurately process data. Independently creates and proofreads a wide variety of materials such as correspondence, bid specifications, ordinance language, minutes, reports, budget data, spreadsheets, charts, technical documents, press releases and other department requirements.

Provides administrative support and assistance to the Director of Public Services and three Division Superintendents - Parks, Streets, and Garage, including performing routine office tasks utilizing word processing, data entry, report drafting, verifying statistical and other records for accuracy and completeness. This is a full-time union position. Starting Pay is \$24.55 per hour with a competitive benefits package.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Education, Training and Experience:

- ✓ Associates Degree or equivalent in related field, with three years of relevant experience; Bachelor's Degree preferred.
- ✓ Two (2) to Three (3) years' experience in research, administrative support, office operations, and/or records management.
- ✓ Two (2) years' experience in communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, etc. sufficient to exchange or convey/receive information and work direction.

Knowledge of:

- ✓ Proficient in Microsoft Office: Word, Excel; Google Suite: Email, Calendar, Hangouts, Meet;
- ✓ Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.
- ✓ Knowledge and ability to use BS&A Modules and iCompass.
- ✓ Proficient in software operation/application, formatting, editing, mail merges, developing and implementing standardized forms and procedures and other office automation skills.

Licensing and Other Requirements:

- ✓ Must reside and maintain principal residence within 30 miles from the nearest city limit within twelve months of the date of hire.

Please submit a completed application online at <https://www.traversecitymi.gov/jobs/>.

Internal applications are due by **5:00 PM Tuesday, July 16, 2024**

Traverse City is an Equal Opportunity Employer