



CITY OF PRESCOTT  
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

**ADMINISTRATIVE SPECIALIST - Water Operations**

Pay Grade: 52 Pay Range: \$15.79 to \$22.11 per hour DOE/Q plus benefits

FLSA Status: Non-exempt (eligible for overtime)

New employees usually start at beginning level of pay range.

Candidate of choice must pass pre-employment drug test and criminal background check.

**Qualifications:** A demonstrated understanding of the operation, maintenance and/or repair of water system infrastructure is required and a minimum two years experience with heavy public contact and customer service in a very fast paced Public Works environment including water utilities with proficiency in computer operations utilizing Windows applications to include spreadsheets, word processing and database. Must have the ability to become skilled in financial and maintenance management programs. Must pass pre-employment drug test, criminal background check and possess a valid Arizona driver's license.

**Responsibilities:** Handles day-to-day, very busy, activities pertaining to customer service requests; provides accurate communication and work order documentation for crew assignments by supervisors on a daily basis; assists the Water Operations Superintendent and Supervisors with all administrative needs including the review of daily reports for accuracy; employee time, assets, equipment and materials entry into computer maintenance management system (CMMS) for water operations staff; answers multi-line phones for Water Operations and dispatches appropriate staff to emergency calls; coordinates with appropriate Supervisors to initiate CMMS work orders for all work tasks assigned; prints emergency blue stake requests and works with agencies to address additional needs; orders and maintains office supplies; manages, reconciles and scans invoices and monthly credit card statements while ensuring accuracy and sufficient documentation; enters and scans invoices into the Munis program. Researches utility customer account information; arranges for customer account reinstatement; arranges for meter repairs; coordinates and works closely with various City departments to solve customer service issues; answers questions and follows up with customers regarding water leaks, meter reading and other water service complaints or concerns; coordinates with the Utility Billing to fulfill customer requests for reads, re-reads and other meter reading tasks; works with the City, County and surrounding town's building departments and contractors to coordinate the installation of new meter sets and water taps; receives and creates work orders for shutdown requests; serves as the point of contact for obtaining construction meters; issues right-of-way permits and instructs contractors on the proper use of meters; aids in the completion of paperwork to obtain permits and completes various special Water Operations tasks as required; assists with budget monitoring; prepares the monthly water loss reports and annual water quality reports.

**Knowledge, Skills, and Abilities:**

**Knowledge of** the City's governmental organization, policies and procedures; general office procedures, methods and equipment; public relations/customer service principles, practices and techniques; basic accounting or business practices and methods; of occupational hazards and safety precautions.

**Skill** in utilizing public relations techniques in responding to inquiries and complaints; use of a variety of computer software, including word processing, database and spreadsheet applications, preferably MS Office products for Windows; maintaining accurate records, reports, and files; written expression, business correspondence, and communication; handling and prioritizing multiple projects and in establishing and maintaining effective working relationships with State, Federal and locally elected officials, City residents, department heads, employees and their representatives, business and professional groups and the general public; understanding and following oral and written directions; use of various office equipment such as printers, copiers, scanners, fax machines, etc.; must have ability to learn and use new computer applications.

Applicants must have physical and visual abilities sufficient to effectively and safely perform required duties, including effectively communicating in person and over the telephone and safely operate office equipment and City vehicles as needed; must have the ability to lift 50 pounds without assistance, perform repetitive lifting, stooping, bending, twisting and walking and be free from mental disorders that would interfere with performance of the responsibilities as described.

**Deadline: Applications must be received by 5:00 p.m. on August 23, 2012.**

Send application, resume and salary requirements to:

City of Prescott Human Resources, 201 S. Cortez Street, Prescott, AZ 86303

928-777-1284 928-777-1347 800-748-6205 TDD: 928-777-1100 Fax: 928-777-1213

Email: [hr@prescott-az.gov](mailto:hr@prescott-az.gov) Visit our website at [www.prescott-az.gov](http://www.prescott-az.gov)

EEO/M/F/V/H/D/NSE Posted: August 9, 2012

Mark Nietupski, Public Works Director

Mary Jacobsen, Human Resources Director

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**MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES:** Fourteen (14) days paid time off; Ten (10) paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security benefits; other optional benefits. **PROBATION:** An established probationary period must be satisfactorily served by each employee. **NOTE:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.