



**Department:** Engineering  
**Position:** Executive Assistant  
**Job Category:** PAT (Professional, Administrative, Technological)  
**Status:** Permanent, Full-Time  
**Scheduling:** 40 Hours Weekly  
**FLSA Status:** Non-exempt  
**Date of Announcement:** TBD  
**Application Deadline:** Until position is filled

**Job Summary:**

Under the supervision of the Civil City Engineer, this position performs duties of day- to-day operations of the Engineering department and support of the Director of Public Works.

**Essential Duties and Responsibilities:**

*The following duties are normal for this position but not all-inclusive.*

- Verify payroll information bi-weekly for the Engineering, and Stormwater employees.
- Prepare and submit all paperwork for the weekly Board of Works agendas.
- Assist in the application and agreement process of the City's 50/50 Sidewalk Program.
- Track contracts and budgets for City infrastructure and Utilities projects.
- Submit and tracks reimbursement documentation to INDOT for grant projects.
- Utilize customized accounting system to maintain and perform monthly budget line reconciliation and prepare year end encumbrances.
- Assist with construction bidding process using on-line bidding tool, post results, and addendums. Prepare bid tabulations and memos throughout the process and post newspaper notices.
- Maintain petty cash and credit cards for Engineering and Stormwater. Receives and processes all incoming money for copies, City maps, project specifications, and IDEM permits.
- Deed research and recording of various documents with Elkhart County Recorder.
- Perform site visits and document existing conditions with photographs.
- Report streetlight and traffic light problems to the appropriate entity.
- Assists in coordinating meetings and preparing memos and correspondence.
- Answers and assists with telephone and walk-in inquiries. Interacts with contractors and customers; provides information and assistance.
- Provides support to entire department as needed and interacts with other departments.
- Performs other related essential duties as required.

**Minimum Training and Experience Required:**

- High School Diploma or GED equivalent and extensive work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.
- Strong Excel and Word skills, and the ability to efficiently utilize software programs are preferred.

**Special Requirements:**

- Valid driver's license.
- Hold a valid Notary that the City will fund and bond.

**Minimum Physical and Mental Abilities:**

- Ability to operate a variety of automated office machines including computers, adding machine, copier, telephone system, etc.
- Ability to utilize departmental software including Excel, Microsoft Word, Access, and Teams.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to climb and balance; ability to engage in prolonged visual concentration while working at the computer.
- Ability to work under stressful conditions and to balance priorities within and between offices; ability to maintain personal composure and tactfully handle difficult situations and interpret questions.

**Supervisor Responsibilities**

- Not applicable

**Mathematical Ability:**

- Ability to add, subtract, multiply, divide, calculate decimals, and percentages.

**Language Ability and Interpersonal Communication:**

- Ability to comprehend and correctly use a variety of informational documents.
- Ability to comprehend a variety of reference books and manuals including computer/software handbooks and manuals, etc.
- Ability to prepare claims, memos, correspondence, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations; ability to explain, demonstrate, and clarify to others within well-established policies, procedures, and standards.
- Ability to communicate effectively with customers, vendors, supervisors, co-workers, other City personnel, and the public verbally and in writing.

**Environmental Adaptability:**

- Ability to work effectively in an office environment.

**Rate of Pay:**

Hourly Minimum – Maximum Range: \$22.29 - \$33.42 based on experience.

Grade 11 as designated by current salary ordinance.

**Work Hours:**

Monday - Friday, 700 a.m. – 4:00 p.m. with exceptions for special events.

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshen.in.gov](http://www.goshen.in.gov). Click Job Opportunities.

---

The City of Goshen provides equal employment opportunities for all employees and applicants for employment. EOE/Drug Free/Smoke Free