



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE**

**ADMINISTRATIVE ASSISTANT/ HUMAN RESOURCE INTERNSHIP – ADMINISTRATIVE - UTILITY SYSTEM**

*Non-Exempt-Non-Safety Sensitive*

**WORK PERFORMED:**

The Hannibal Board of Public Works Administrative Assistant/ Human Resources Intern will work within the Administration Department, supporting the Executive staff with HR, Financial, IT, Operations and Administrative projects and functions. The Intern will have the opportunity to be involved in the daily operations and functions of the Board of Public Works.

The Intern's responsibilities include assisting with: Maintenance and review of personnel files; review of Board policies and procedural manuals; Open enrollment, and benefits administration. Attend operational and administrative meetings for the direct operations of the utility. The Intern must comply with all of the Board's policies, procedures and safety regulations.

**ESSENTIAL AND RELATED JOB FUNCTIONS**

**Human Resources:**

- Assist the Human Resource Administrator with succession planning, policy review and records retention.
- Refurbish and maintain active and retired personnel files.
- Assist with Cafeteria Plan programs during open enrollment including medical and dental insurance, supplemental insurance, retirement, and other employee benefits. Assist with trend analysis in compensation and benefits.
- Assist with review of HBPW policies/procedures manual.
- Assist with Union and Non-Union salary surveys, employee satisfaction surveys and educational programs.
- Assist with contracts and procedures for conformance with municipal standards.
- Shadow the daily operations of the HR department

**Accounting/Finance:**

- Assist with Payroll system upgrades and maintenance.
- Assist with maintenance of employee wage rates, employee set up, terminations, transfers or reclassifications and retirement accruals.
- Assist with maintenance of cafeteria and retirement pre-tax elections.
- Assist with statistical and other data in response to questionnaires and surveys from other utilities and government agencies.
- Shadow the daily operations of the Finance department
- Administration historical data and preservation.
- Assist with proper document destruction

**Administration:**

- Assist the Administrative Support Specialist with filing and organization of company records
- Shadow the daily operations of the department
- Collaborate with staff on an effective method of conversion of physical documents to electronic format for retention.

**SKILLS**

Knowledge of Microsoft Office Suite and Windows based programs. Excellent oral and written communication skills. Ability to work well and interact with members of the public as well as members of the HBPW's various departments, staff and Board. Ability to act with integrity, and professionalism. Must demonstrate knowledge, skills, and abilities to operate office equipment.

The Intern must have the desire to participate in and contribute in HBPW government. Ability to study unfamiliar material, condense material, ability to conduct research and interact professionally with others. Intern must be self-motivated, possess good organizational skills, be detail-oriented, have the ability to prioritize, multitask and meet deadlines.

The intern will gain experience working in a professional office environment and will have the opportunity to directly interact with other municipalities, and internal HBPW employees and Department Heads and member of the city and general public.

Interns will be exposed to all aspects of municipal government; human resources, planning, assessing, finance, budgeting, administration, operations, development and more.

PHYSICAL DEMANDS

The physical capabilities of the Intern are described in relation to those needed to successfully perform the essential job functions; however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions. The position involves an office workplace, with hand-eye coordination needed to operate the various pieces of office equipment. The performance of the job requires the Intern to walk, sit, talk, hear, and use hands and fingers for job functions, ability to reach with hands and arms, and the ability to operate two devices concurrently, and ability to lift at least 25 pounds.

The Intern is required to comply with all safety regulations of the HBPW. The Intern is a non-Safety sensitive position, not directly affecting the safety and wellbeing of field workers or the public. All positions must comply with the HBPW Drug Free Workplace policy.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

01/22