



City of Live Oak

Public Works Secretary Position Description

POSITION TITLE	Public Works Secretary (Part-time)
FUNCTIONAL AREA	City Hall Administration Office
PAY RANGE	Minimum: \$15.00
	Maximum:
CLASSIFICATION	Part-time; Non-Exempt
APPROVED/UPDATED	10/15/2025

General Summary

The Public Works Secretary performs a variety of customer service and administrative duties, primarily supporting the Public Works Director and ensuring the smooth operation of the Public Works department. This role involves welcoming and directing visitors, managing communications, and assisting with administrative tasks to enhance departmental efficiency.

Supervision Received and Exercised

The Public Works Secretary works under the overall supervision and guidance of the Public Works Director. This position does not have any supervisory duties assigned.

Essential Duties and Responsibilities

- Greets and welcomes visitors on behalf of the Public Works Director and directs them to the appropriate resources.
- Answers incoming phone calls, takes accurate messages, and transfers calls to the appropriate personnel as needed.
- Assists the Public Works Director with various administrative tasks, including scheduling appointments and managing calendars.
- Provides information to the public regarding public works services, programs, and relevant regulations.
- Maintains organized records and documents related to departmental operations, correspondence, and reports.
- Keeps track of office supply inventory and orders supplies as necessary to ensure the smooth function of the office.
- Prepares and edits correspondence, reports, resolutions, memoranda, and other necessary documentation with accuracy and attention to detail.
- Creates and manages spreadsheets and databases related to public works projects and operations.
- Facilitates communication within the department and with other city departments.
- Performs other related duties as directed by the Public Works Director.

Minimum Qualifications

Education and Experience

- A minimum of a high school diploma or GED is required.
- A minimum of one (1) year of office or related experience in receptionist/secretarial work and/or customer service is preferred.

- Prior experience in a receptionist or administrative support role is beneficial, particularly in a public works or similar environment.

Other Required Competencies

- Exceptional customer service skills and professional phone etiquette.
- Ability to maintain effective working relationships with the general public and co-workers.
- Ability to handle confidential and sensitive matters.
- Knowledge of utilities, including water, sewer, gas, and sanitation systems.
- Knowledge of and competency in using Microsoft Office products (including Word, Excel, PowerPoint, and Outlook) is required.
- Proficiency in oral and written communications.
- Maintains high ethical and professional standards.
- Exceptional organizational skills and experience.
- Must possess a valid Florida driver's license.

Working Conditions and Physical Factors

- Work is performed indoors in a typical office environment.
- Must have the use of sensory skills to effectively communicate and interact with other employees and the public through the use of the telephone, electronic mail, and personal contact.
- Physical capability to effectively use and operate various items of office-related equipment, including, but not limited to: multi-line telephone system, Windows-based computer system, copier and fax machine, etc.
- Requires sitting for prolonged periods of time, with intermittent standing, walking, bending, crouching, and repetitive motion; occasional lifting of light objects

The minimum requirements may be waived by the City Manager. The City of Live Oak reserves the right to update and/or change this job description at any time. The City of Live Oak is an Equal Opportunity employer and a Drug-Free workplace.