

# VILLAGE OF PLEASANT PRAIRIE

## Job Description



Division/Department: Department of Public Works

Location: Roger Prange Municipal Building, 8600 Green Bay Road, Pleasant Prairie, WI 53158

Job Title: **DPW Communications Coordinator**

Reports to: Director of Public Works

Salary: \$ 47,476- \$59,345 annually

Type of position:  Full-time  Seasonal  Exempt  
 Part-time  Intern  Nonexempt

### JOB SUMMARY

The position of DPW Communication Coordinator is in the Department Public Works of the Village of Pleasant Prairie. This position reports directly to the Department of Public Works (DPW) Director who serves as the Department Head. The core responsibility of this position is to provide complex administrative support to the Director which will include using Microsoft Office Suite programs to produce letters of correspondence, reports, presentations, spreadsheets, memorandums and other documents. In addition, the Communications Coordinator will have supervisory responsibility for additional support staff with the DPW. This position requires the exercise of independent judgment and actions in support of an energetic, multifaceted professional in a busy, customer oriented, and continually evolving department. The Communications Coordinator also takes the lead on select community service projects and events and is the secretary for the Park Commission.

### CORE JOB RESPONSIBILITIES

1. Primary responsibility is to assist the Department of Public Works Director in complex and analytical administrative duties such as General knowledge of project workflow and processes.
2. Extensive knowledge in the software programs utilized by the DPW including Microsoft Office Suite, with Outlook and Calendar; City Works; Munis; TimeClock; and Trak-It with the ability to extract reports from each program.
3. Perform various duties and produce various outputs such as work orders from the Village's asset management system.
4. Respond to resident's inquiries, comments, suggestions and complaints in verbal or written communication.
5. Audit and approve payroll for DPW.
6. Provide accurate and timely information in the development of the Village annual calendar, monthly newsletter, and website; including pertinent meeting and event dates and suggest other valuable information.
7. Inform residents of any changes in their regular scheduled events or routines.
8. Enthusiastically maintain and expand the Veteran's Day Ceremony.
9. Be an active participant in preparing the DPW budget by utilizing the software programs and ensuring that the Director has accurate and timely information.
10. Maintain DPW contracts with outside service providers.
11. Organize and schedule conferences and seminars for DPW Director including Professional Engineer credits and certifications.
12. Assist in processing paperwork for applicable grants.
13. Be the liaison to the Human Resource Department for new employee paperwork, worker's compensation and benefit information distribution.
14. Perform good housekeeping practices, safety, security and adherence to policies and procedures.
15. Establish and maintain effective relationships with subordinates, co-workers, vendors and the general public.
16. Excellent written and verbal communication skills in English required.
17. Ability to prioritize and organize workload.
18. Ability to work independently and as a team environment.
19. Comply with departmental and Village of Pleasant Prairie's policies and procedures.
20. Provide backup assistance for DPW Clerical Central Services (CCS) team as needed.
21. Good knowledge of Village laws and ordinances and a General knowledge of State of Wisconsin laws and ordinances.
22. Performs other duties as assigned or required.

### EDUCATION/CERTIFICATION REQUIREMENTS

- Bachelor's degree in Communications, English or Business.
- A minimum of two (2) years of administrative work and supervisory experience.
- Valid Driver's License with good driving record.

### JOB REQUIREMENTS/WORK ENVIRONMENT

- Requires knowledge and experience with computer systems with the ability to extract information and succinctly communicate in written and verbal form.
- Must be able to work independently in a fast-paced environment while staying on task amid interruptions.
- Must be very organized and detailed oriented.
- Ability to work well with other team members.
- Good verbal and written communications skills.
- Essential job functions of this position require walking and standing, listening, communicating, sitting, filing, typing, occasional stooping and stair/ladder climbing, reaching, lifting and carrying a range of weight up to 50 pounds.
- Work for long periods of time in a noisy and active environment.
- 40 hours per week, work must be performed between the hours of 8:00 am and 5:00 pm. with some evening and weekend commitments.

**VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER**