



POSITION AVAILABLE

Project/Office Assistant

Project/Office Assistant - Works under the supervision of a Senior Engineer/Project Manager.

Project Assistant tasks include: assisting management and delivery of public works and capital improvement projects; budget and schedule tracking; preparing invoices for project reimbursement; processing invoices for consultant reimbursement; miscellaneous word processing as requested; and project filing.

Office Assistant tasks include: opening/closing the office; processing mail; answering phones; processing staff timesheets; office filing; inventory and supply ordering; coordinating office equipment maintenance; accounts payable and receivable; and coordinating insurance certificates.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. This list of duties and responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in these classes.

TYPICAL DUTIES AND RESPONSIBILITIES (May include but not be limited to):

Project/Office Assistant

- Assist with the delivery of Capital Improvement Projects including street and bridge improvements/widenings, sidewalk improvements, traffic signal improvements, public works facility improvements, park improvements, and other Capital Projects as assigned.
 - Assist with the preparation of Requests for Proposals for outside consulting services for specialized work including design, right of way engineering/acquisition, surveying, construction management and other services that may be required on the Capital Projects.
 - Assist with the management of outside consultant contracts including processing progress payments.
 - Assist with the preparation of state and federal compliance paperwork including Requests for Authorization, Progress Invoices, Award Packages, Final Reports of Expenditure, and other documents as necessary.
 - Assists with the coordination and communication with impacted utility providers.
 - Assist with monitoring and reporting on project status, budget vs. actual expenditures and contract time vs. actual time.
 - Assist with bidding procedures and preparation of bid summary comparisons in excel format.
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- Participate in the development, and implementation of Municipal Capital Improvement Programs; assists the Senior Engineer with budget preparation for the City's Capital Improvement Program and the annual budget.
- Maintain open communication via email and telephone with NAI Staff, Clients, and other Agencies or Consultants as necessary.
- Performs other related duties as assigned.

General Office Duties (May Include)

- Responsible to answer phones and relay messages; greeting anyone visiting the office; file office paperwork; GSO mailing; and maintain mailing logs.
- Responsible to process mail.
- Responsible to collect, enter, maintain, and coordinate office staff timesheets.
- Responsible to maintain office inventory and order supplies as needed.
- Responsible to coordinate office equipment maintenance as needed.
- Responsible to coordinate office cleaning service.
- Responsible to maintain payroll worksheets, prepare monthly bill tracking logs; bill processing; process and management account receivables.
- Coordinate insurance certificates.
- Running occasional work related out of office errands.

QUALIFICATION REQUIREMENTS:

- **KNOWLEDGE AND APPLICATION OF:**
 - General accounting/ bookkeeping skills.
 - Public administration, budgeting, and contract management assistance skills.
 - Proficient in MS Office
 - Expert in Excel a bonus
- **EDUCATION & WORK EXPERIENCE:** Qualified candidates will have at a minimum High School Diploma or GED and four (4) years' experience related to bookkeeping and administration. Bachelor's degree from an accredited college or university is a bonus.
- **LANGUAGE SKILLS:** Ability to read and interpret documents such as scientific reports, operation and maintenance instructions, and user manuals. Ability to write clear and concise sections of technical reports specifications and other correspondence. Ability to speak effectively with co-workers and clients.
- **REASONING ABILITY:** Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **ADA AND OTHER REQUIREMENTS:** Positions in this class typically require: standing, walking, use of hands, climbing stairs, talking, hearing, seeing and repetitive motions. Some assignments may require occasional pushing, pulling, lifting, Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a



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negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SALARY AND BENEFITS:

- Salary Range: \$40,000 - \$65,000 per year. Salary commensurate with experience.
- NAI Consulting provides its employees with outstanding benefits including a cafeteria style medical/dental benefit, paid holidays, a Safe Harbor 401k Plan, and profit sharing.

NAI is an Equal Opportunity Employer (EOE).

The Employment Application is available under **Careers** at naiconsulting.com.

Please send Employment Application and resume to:

Lorissa Gruehl
NAI Consulting, Inc.
68-955 Adelina Road
Cathedral City, CA 92234

Email: lgruehl@naiconsulting.com
Phone: (760) 323-5344