

Department of Public Works Administrative Assistant

Definition:

Secretarial, clerical, and bookkeeping support work for the town Department of Public Works; all other related work as required.

Supervision:

Works under the direct supervision of the Director of Public Works.

Job Environment:

Work is performed in a small, well-lighted office space, with some exposure to exhaust fumes, dust, and loud noise from the department garage area.

Operates computer and standard office equipment, such as copier, fax, and telephone. Operates specialized equipment such as the department radio system and Gas Boy key fob encoder (used in conjunction with the Gas Boy software program). Copies all invoices into the NeatDesk software program.

Makes regular contact, both by phone and in person, with local residents, Highway Department workers, other town departments, particularly the Town Accountant and Town Treasurer, builders working with the department, and sales representatives. Has occasional contact with Massachusetts Highway Department representatives.

Errors could result in delay and confusion, and cause adverse public relations.

Essential Functions:

(The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Performs administrative, general bookkeeping, and clerical work relating to the smooth functioning of the Highway Department, including maintenance of all paperwork for department accounts, special permits issued (driveway, dirt fill, etc.), and diesel/gas accounts both within and outside the department (reimbursement sheets, inventory, billing, and expenditure printouts).

Handles all bills payable accounts, including entering invoices into the town Softright accounting system, balance sheets, and employee records and payroll (both of these tasks in conjunction with the Town Accountant and Town Treasurer), and all other paperwork related to these areas.

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Submits monthly fuel reports to Massachusetts Department of Revenue.

Essential Functions continued:

Maintains all Chapter 90 project paperwork (coordinating with the Town Accountant and Town Treasurer on this work), which may include prequalification forms, project and reimbursement requests, resurfacing schedules, environmental compliance reports, and final reports; material bids and prevailing wage rate schedules are also maintained.

Maintains all other departmental bid records, covering bid specifications and packages, certificates of insurance, bid bonds, and bid award sheets; also handles tax-exempt certificate forms and transfer request forms, as well as maintenance equipment sheets.

Assists in putting together annual department budget.

Maintains department computer system, both the specialized Gas Boy key fob encoder and standard office equipment.

Types and processes all department reports, memos, and correspondence; answers phone inquiries and fields complaints from town residents, relaying messages to the appropriate person; opens and processes all departmental mail; picks up mail, runs departmental errands, and handles business at main town office.

Orders supplies for use with office equipment; also orders some housekeeping supplies for the Highway Barn.

Performs similar or related work as required or as situation dictates.

Education and Experience:

High school graduate, with several years experience in bookkeeping and computer operation necessary; some college coursework in accounting preferred.

Special Requirements:

Possession of a Massachusetts Class D Motor Vehicle Operator's License required.

Knowledge, Ability, and Skill:

Knowledge. Working knowledge of office procedures and computer operations; specialized knowledge of Gas Boy key encoder machine. Knowledgeable in all aspects of Chapter 90 project work, and in the handling of bid and budget accounting and paperwork. Knowledgeable of Massachusetts state regulations for completing

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departmental paperwork. Working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

Ability. Ability to communicate effectively and tactfully, both orally and in writing, with local residents, department employees and officials, other town employees, sales representatives, and outside building professionals. Ability to cope with new and/or complicated situations and to competently handle more than one task at a time. Ability to work with numbers and analyze and interpret technical data.

Skill. Skill in general office procedures, including working with specialized computer systems; skill in transcription of reports and memos.

Physical Requirements:

Minimal physical effort required when performing duties under typical office conditions. May sit and occasionally stand for extended periods, and reach, stoop, or climb stairs to retrieve office items. Employee may occasionally push or pull objects weighing between 5 and 15 pounds, and lift and/or carry boxes and files in the same weight range. Due to office conditions, must occasionally dust equipment for optimal performance. Excellent eye-hand coordination and finger, hand, and arm use is needed for filing, close paperwork, and display terminal operation, as well as reading and visual concentration.

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