

JOB TITLE: Public Works Office Assistant

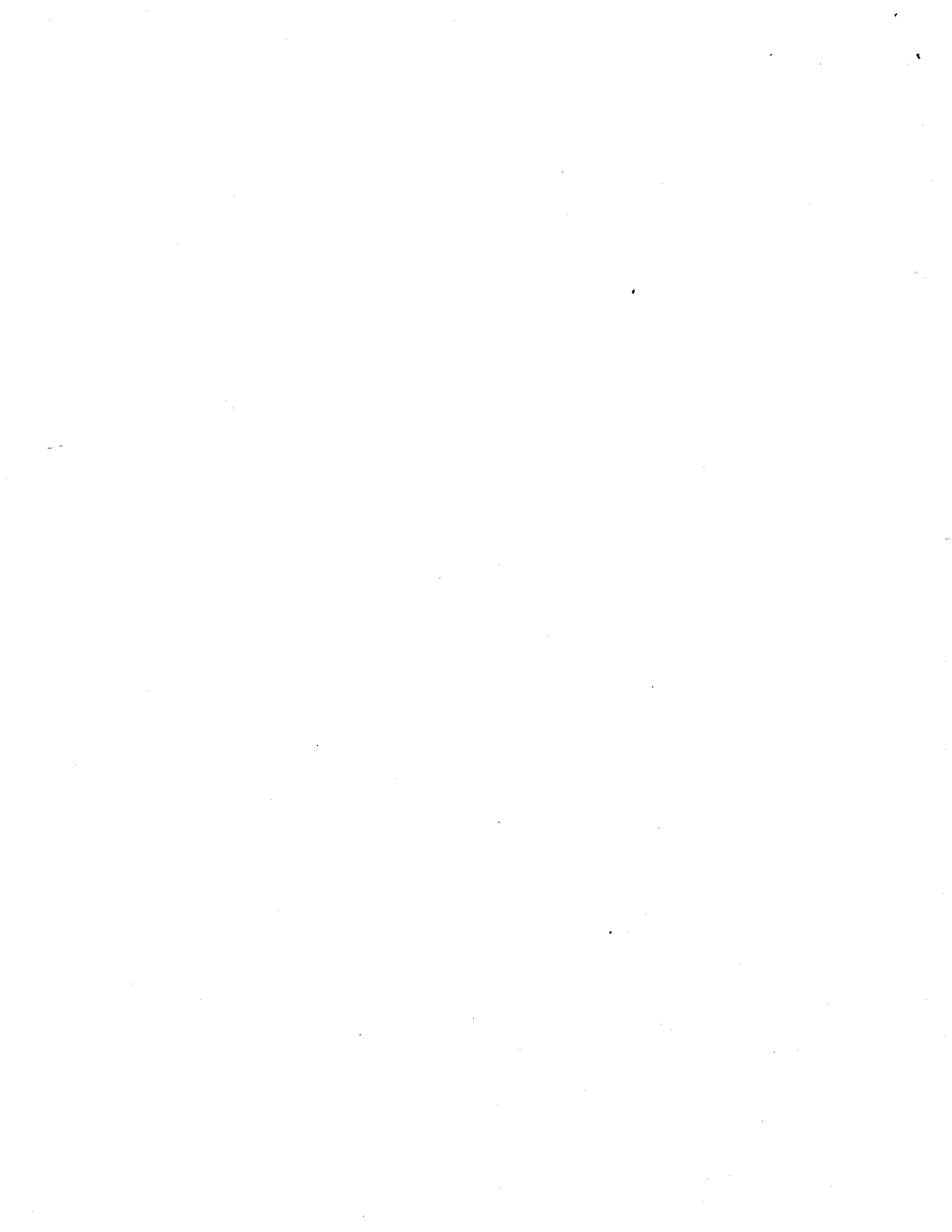
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DEPARTMENT: Public Works,

JOB SUMMARY: This position is responsible for providing administrative and secretarial support to the Director, answering the telephone, greeting guests, and administering daily office management.

MAJOR DUTIES:

- Answers the telephone, provides information to callers, transfers calls, takes messages for staff; and accepts work order requests.
- Operates a two-way radio and paging equipment to communicate with department personnel in the field.
- Calls in personnel during inclement weather conditions, receives calls for assistance; dispatches calls to appropriate personnel; relays messages as appropriate.
- Types all correspondence, memoranda, and reports for the department.
- Prepares bid sheets and acceptance/non-acceptance letters; establishes and maintains contract files.
- Greets the public; responds to requests for information; directs visitors to the appropriate person or office.
- Establishes and maintains department files and personnel records.
- Tracks employee anniversary and evaluation dates; forwards necessary performance evaluation forms; prepares payroll change notices.
- Coordinates maintenance and repair of office equipment and telephone system.
- Orders and picks up office supplies.
- Processes incoming and outgoing mail for the department; sorts and distributes mail.
- Compiles monthly expenditures report for budgetary purposes.
- Maintains the department petty cash account.
- Performs accounts payable duties: reviews invoices for accuracy, codes invoices for payment, obtains approval for payment and submits for processing, maintains cost analysis records, and reconciles expenditures with accounting records.



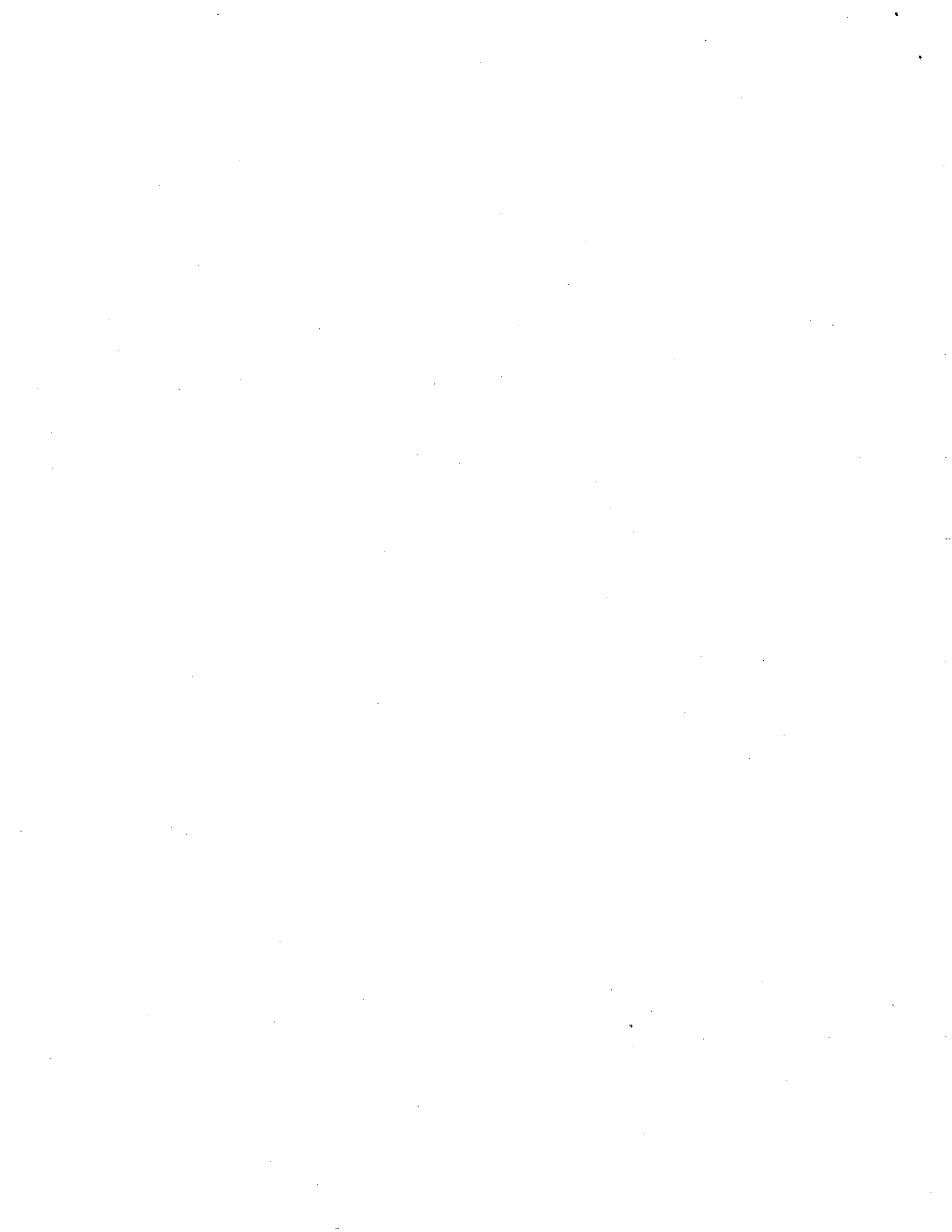
Office Assistant, Public Works

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- Prepares weekly payroll for all Public Works personnel; calculates hours; brings discrepancies to Director's attention; maintains time cards and leave records.
- Attends monthly recycling committee meetings; serves as liaison between town and the community; responds to inquiries and complaints; communicates complaints to appropriate personnel; researches and purchases recycling bins, labels and composters; sells recycling bins and composters; issues receipts.
- Receives requests for service from elderly housing residents; completes maintenance request forms and forwards to Building Maintenance Superintendent; pages Building Maintenance Superintendent in emergency situations.
- Receives requests for service from all town departments and personnel; completes maintenance request forms if required; radios or pages appropriate personnel.
- Assists in preparing the annual department budget; drafts budget request for Administration's approval; attends budget meetings.
- Staffs office when all other employees are out of the facility.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of modern office practices and procedures.
- Knowledge of town policies and procedures.
- Knowledge of the operations of the department.
- Knowledge of union rules and regulations.
- Knowledge of town streets and geography.
- Skill in the use of a telephone, computer, copier, facsimile machine, time clock, and two-way radio.
- Skill in maintaining files and records.
- Skill in basic mathematics and accounting.
- Skill in dealing with the public.



- Skill in prioritizing and organizing work.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Public Works Director assigns work in terms of general instructions. Completed work is spot-checked for the nature and propriety of the results.

GUIDELINES: Guidelines include town ordinances, town and department policies and procedures, and union contracts. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related secretarial, administrative and office management duties. Frequent interruptions contribute to the complexity of the work. May be required to handle multiple tasks while alone in the office.

SCOPE AND EFFECT: The purpose of this position is to provide secretarial and administrative support to the director and department. Successful performance contributes to the efficient and effective operation of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other town employees, vendors, college staff, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

REVISED 9/3/99

