

HIGHWAY & WATER DEPARTMENTS/ADMINISTRATIVE ASSISTANT

Position Summary:

Responsible for a variety of routine to complex administrative services to the Highway superintendent and Board of Water Commissioners to ensure efficient and effective operations.

Supervision Received:

Works under the supervision of the Highway superintendent and Board of Water Commissioners. Work requires minimal supervision with unusual situations referred to supervisors.

Essential Functions and Responsibilities:

The essential functions or responsibilities listed below are intended only as an illustration of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logic assignment to the position.

1. Performs routine duties that follow defined procedures. Work requires attention to detail involving significant measure of judgement and initiative but generally within established procedures.
2. Provide administrative support to ensure that municipal operations are maintained in an effective, up-to-date and accurate manner.

Main Activities:

- Create correspondence, reports and other documents
- Maintain office files for infrastructure projects, department personnel, payroll, and purchasing supplies and equipment.
- Open mail, answer phone messages and emails, and respond appropriately
- Manage accounts payable for the Highway and Water Departments
- Prepare Chapter 90 submittals and correspond with MA DOT
- Create Request for Bid packages following State & Federal mandates

3. Provide support to the Highway Superintendent and Board of Water Commissions for the purpose of ensuring they are provided with accurate information to make effective and timely decisions.

Main Activities:

- Maintain office records and files
- Submission of State project requests and ongoing required submittals for State reimbursements
- Prepare reports for Federal and State agencies as required
- Assist in the development of annual Highway and Water Department budgets
- Prepare department updates for Board of Selectmen
- Prepare documents, reports, and presentations using Microsoft Office
- Complete biweekly payroll online and provide hardcopy of time sheets to Treasurer
- Maintain department calendars for meetings, key project milestones and deliverables

- Attends Board of Water Commissioner meetings and prepares minutes and follow-up items

Requirements – Minimal Qualifications:

Knowledgeable in municipal operations, accounts payable and budgetary recordkeeping, computer systems and applications, including Microsoft Office.

Skilled in written and verbal communications, public relations, preparation of a variety of reports.

Ability to organize time and work independently.

Ability to work effectively under time constraints to meet required State and Federal guideline.