



TOWN OF BLANDFORD

Board of Water Commissioners

1 Russell Stage Road
Blandford, MA 01008
413.848.4279 x304

www.townofblandford.com

Board of Water Commissioners

Gordon Avery, Chair
Florentino Vazquez
Brian Champiney

Water Superintendent

Bernie St. Martin

JOB DESCRIPTION: Water Department Admin Assistant

Job Title: Administrative Assistant	Location: 1 Russell Stage Road
Job Type: Appointed	Reports To: Water Superintendent and the Board of Water Commissioners
Hours Per Week: 10 hours a week	Pay Basis: Hourly

POSITION SUMMARY:

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

SUPERVISION RECEIVED:

Works under the supervision of the Board of Water Commissioners and the Water Superintendent. Work required minimal supervision with unusual situations referred to supervisors.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The essential functions or responsibilities listed below are intended only as illustrations 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
3. Provide support to the Board of Water Commissions and the Water Superintendent for the purpose of ensuring they are provided with accurate information to make effective and timely decisions.



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Main Activities:

- Maintain office records and files.
- Prepare reports for Federal and State agencies, as required.
- Assist in the development of annual 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.
- 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 guidelines.
- Associates degree with minimal three years of administrative assistance experience or a combination of education and experience.

COMPENSATION:

Hourly compensation for this part-time position is \$15.00 an hour. The typical workweek is Monday through Friday and can include evenings and weekends. The applicant must have scheduling flexibility. Residency is not required.

HOW TO APPLY:

Applications may be submitted electronically or mailed/dropped off at the Blandford Town Hall. Please send resume with a cover letter and 3 professional references - addressing the job requirements to this email address: administrator@townofblandford.com. Or to this mailing address: Town Hall, 1 Russell Stage Road, Blandford, MA 01008. Submitted applications are to be to the attention of Joshua A. Garcia, Town Administrator. Closing date for all applications is Thursday, February 7, 2019 - position will remain open until filled.

The Town Administrator and the Water Superintendent will review applications immediately after submission deadline date. The Board of Water Commissioners will do the final interview and will be the hiring authority. Should you have any questions regarding this opportunity, please contact: Joshua A. Garcia, Town Administrator at 413.848.4279 x2 or administrator@townofblandford.com.