



Town of Blandford

Massachusetts

Job Title: Water Department Secretary

Job Type: Hired

Hours Per Week: Up to 10hrs/week

M-F or as required

Location: 1 Russell Stage Road Suite 16

Reports to: Water Commission/Superintendent

Pay Basis: Hourly

General:

Works under the supervision of the Water Commissioners and provides professional administrative and clerical work. Provides assistance to the Water Superintendent to facilitate the efficient operation of the Water Department.

JOB DUTIES:

- Sorts, opens and organizes mail
- Works with the Water Commissioners to prepare agendas; post agendas, attends meeting and prepares minutes of meetings. Provides copies of approved minutes on request; responsible for follow-up on issues and correspondence.
- Responsible for maintaining inventory and overseeing purchases of office supplies.
- Responsible for consulting Town Council^{Counsel} under the direction of Water Commissioners, on interpretation and implementation of Massachusetts General Laws as they apply to pending contracts and other applicable issues.
- Responds to inquiries from and provides reports to various state and federal agencies.
- Maintains records of all budgets, and maintains all department records and files.
- Helps to prepare grant applications; researches and advises the Commissioners on grant opportunities for Water Department.
- Responsible for advertising and posting as specified in MGL.
- Works with Mass Rural Water.
- Maintains professional competence through participation in workshops, seminars and professional organizations.
- SoftRight training and updating system

Requirements/minimum qualifications:

Three years experience in a responsible administrative position and/or experience in municipal government.

Working conditions:

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use a computer.