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TOWN OF MEDWAY

ADMINISTRATIVE ASSISTANT DEPARTMENT OF PUBLIC SERVICES

The Town of Medway, Department of Public Services, seeks qualified candidates for the full time forty (40) hour per week position of Administrative Assistant.

Some Responsibilities include: maintain financial records, perform Recycling, Water, Sewer, and Solid Waste clerical functions; process permits, collect fees, participate with Snow Operations and other emergencies; attend various meetings and act as recording secretary. For a full job description please go to www.townofmedway.org

Minimum Qualifications: The work requires a general understanding of the various laws and regulations that govern municipal government. The applicant shall have a high school degree (Associates Degree preferred); a minimum of three (3) years prior office experience, Word and Excel computer experience a must; should have some experience with the accounts payables/receivable process; shall possess solid record keeping skills and strong verbal and written communication abilities.

Please send cover letter and resume to: Human Resource Director, Medway Town Hall, 155 Village Street, Medway MA 02053 or email to sellis@townofmedway.org

Date of Posting: November 18, 2016

Salary: \$17.50 - \$23.03 **Grade 5**

Closing Date: December 2, 2016

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Police Station

The Town of Medway is an AA/EEO Employer

ADMINISTRATIVE SECRETARY (DEPARTMENT OF PUBLIC SERVICES)

DEFINITION

The Administrative Secretary performs administrative and financial work to assist the DPS Director with the operations of the department; other related work, as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Process department accounts payable and accounts receivable; prepare and process invoices; enter data; monitor the department budget and expenditures; process and balance weekly payroll.

Maintain contracts and related documents; prepare reimbursement requests for Chapter 90 funds.

Oversee the bid process and process contract documents; submit reimbursement for grant payments.

Oversee permitting of roadway openings; permitting and scheduling of fields and parks.

Administer the vehicle fuel program; bill town departments.

Assist with administration of snow removal contracts; maintain documentation; process payments.

Oversee the security system for the Town Hall and Senior Center.

Maintain infrastructure maps and provide assistance.

Respond to telephone inquiries and complaints; maintain telephone logs; make referrals to other departments.

Perform a variety of administrative tasks; may provide administrative support to the Board of Selectmen.

Perform similar or related work as required, directed, or as situation dictates.

SUPERVISION

Works under the general direction of the DPS Director, following department rules, regulations and policies to complete assigned tasks according to a prescribed time schedule.

WORK ENVIRONMENT

Most work is performed in office conditions; some work is performed in garage conditions. The workload is subject to administrative deadlines and seasonal fluctuations; may attend evening meetings.

The employee operates standard office equipment.

The employee has frequent contact with the public, other town departments, contractors, government agencies, and community groups.

The employee has access to personnel records, criminal investigations, legal proceedings, bid documents, and drug testing results.

Errors could result in delay or loss of service or monetary loss.

RECOMMENDED MINIMUM QUALIFICATIONS**EDUCATION AND EXPERIENCE**

High school diploma; Associate's Degree preferred; three years of office experience; training in accounting or bookkeeping; or an equivalent combination of education and experience.

KNOWLEDGE, ABILITY AND SKILL

Knowledge of office practices and procedures; knowledge of basic accounting practices; knowledge of local and State policies and requirements; familiarity with department operations and procedures.

Ability to work independently, prioritize tasks to meet deadlines, maintain detailed records, and communicate with town officials and residents.

Computer skills; office skills; interpersonal skills; communication skills; skill and accuracy working with numbers and detail.

PHYSICAL REQUIREMENTS

Minimum physical effort is required to perform functions in 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 documents and use a computer.

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