

TOWN OF WINSLOW
POSITION DESCRIPTION

Position Title: Administrative Assistant

Department: Public Works/Fire

FLSA Status: Non-Exempt

Report to: Director of Public Works, Fire Chief

OVERVIEW OF DESCRIPTION

This position performs highly responsible and confidential administrative work with support duties assisting management in both the Public Works and Fire Departments.

Work involves responsibility for performing diverse administrative, secretarial and support activities. Work often involves public contact and effective coordination with other Town departments and outside organizations. Work requires the exercise of a high level of independent judgement, initiative, and discretion based on knowledge of administrative activities associated with the demanding, diverse, and sensitive needs of the organization. Independent decision making is a daily requirement with specific direction only as needed for special assignments. Work is reviewed for achievement of desired results and adherence to policies and procedures.

Location: The position is primarily located at the Public Works Facility at 135 Halifax Street, with occasional time spent at the Fire Department at 114 Benton Avenue.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.)

- Receives and screens telephone calls and visitors; responds to inquiries and complaints; handles routine matters and directs unusual matters to supervisor or appropriate authority.
- Maintains confidential files including personnel records. Prepares payroll for processing to Finance Department. Maintains various employee records pertaining to leave balances and other employee benefit information.
- Acts as the primary liaison between employees and the Human Resource Office in all personnel matters pertaining to payroll, leave or benefits. Provides assistance to the department head in all aspects of the hiring process.
- Prepares monthly department reports, statistical reports, and other special reports as needed and submits to department head for review.

- Collects and accounts for fees and charges where applicable.
- Prepares purchase orders and work orders. Composes letters, memos, and notices for department head signature.
- Prepares formal legal notices and correspondence, records legal documents as may be appropriate and gathers official signatures necessary for certifications or other official records.
- Performs all financial record keeping duties for the Public Works Department with significant responsibility for accuracy and completeness including assisting in budget preparation and maintenance of budget accounts.
- Maintains MSDS files for the Public Works Department.
- Assists in preparing required reports and submissions in management of state, federal and private grants for road, sewer, and storm water projects.
- Schedules appointments and meetings, resolving conflicts when they arise, and acts as coordinator in the gathering of information and reports, correlating them into a format suitable for further review by the department heads.
- Orders supplies and processes invoices for payment.
- Operates a variety of office equipment and systems, including multi line phone system, personal computer, FAX, copiers, scanners, and related software programs.
- Promotes and maintains responsive community relations.
- Keeps staff informed of all important matters.

EDUCATION AND EXPERIENCE

- Prior work experience of at least four (4) years in increasingly responsible administrative or office support duties required.
- Advanced proficiency in spreadsheet and word processing software, including formulas, pivot tables and mail merge functions, and proficiency in Microsoft Office applications required.
- Experience with emergency response operations preferred.
- In lieu of the above, any equivalent combination of training and experience which provides the following knowledge, skills and abilities may be considered at the discretion of the Town.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of business English, spelling and financial recordkeeping practices.
- Considerable knowledge of modern office equipment, practices and procedures including Microsoft Office suite applications.
- Ability to develop correspondence from transcribed dictation or notes and ability to compose effective correspondence.

- Ability to maintain complex office records and to prepare accurate reports. Ability to maintain complex computer records and to assemble and organize data from such records.
- Ability to communicate effectively and professionally with department heads, elected and appointed officials and the public whether in person, by phone or in writing.
- Ability to handle calls for emergency response service.
- Ability to remain calm in stressful situations.
- Ability to maintain highest level of confidentiality in all matters regarding Town business. Ability to achieve HIPAA certification.
- Ability to establish and maintain effective working relationships with other employees, public officials, and the general public, and to effectively and discreetly convey information.

Physical Requirements: The position requires the physical ability to sit, stand, walk, bend, talk, hear and requires the use of hands and fingers for the repetitive movements of typing and keyboarding. The position may occasionally require the ability to lift or move up to 20 pounds.

Supervisory Responsibilities: None

The above statements are intended to describe the general nature and level of work being performed by an individual assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) whether unaided or with the assistance of a reasonable accommodation to be determined by Management on a case-by-case basis.**

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.