



Job Title: Public Works Part-Time Administrative Assistant  
Department: Public Works

FLSA Designation: Non-Exempt  
Pay Classification: 12

### **Work Hours:**

In general, the department regular work week hours are 7:00 a.m. to 3:30 p.m. Monday through Friday. This position is part-time and therefore work hours are 8:00 AM to 12:00 PM (Noon) Monday through Friday, or as otherwise arranged with the Director of Public Works.

## **1. JOB SUMMARY**

- 1.1 This position provides administrative and customer service support for Public Works Department operations.

## **2. MAJOR DUTIES**

- 2.1 Answers telephone; routes calls; takes messages; provides information and assistance.
- 2.2 Meet residents, contractors, general public and assists them with department requests.
- 2.3 Prepare department work orders, log and file.
- 2.4 Perform administrative duties to assist with preparation of department contracts for Public Works Dept projects such as roads, bridges and buildings.
- 2.5 Maintains computerized records to ensure accurate payments and to monitor spending.
- 2.6 Maintains electronic and paper files;
- 2.7 Manages the office calendar.
- 2.8 Prepare department public notices and bid advertisements.
- 2.9 Schedules staff training and maintains training records.
- 2.10 Prepares department timesheets for Director's review.
- 2.11 Perform administrative duties to assist with preparation of reports such as fuel inventory, UST annual inspection and monthly department reports
- 2.12 Prepares and analyzes statistics to aid in budget preparation.
- 2.13 Track fleet maintenance costs and log vehicle repairs.
- 2.14 Prepares grant applications and completes related reports as assigned by the Director.
- 2.15 Maintains office supplies.
- 2.16 At times, may need to perform administrative tasks to help other departments.
- 2.17 Performs other related duties assigned by the Director of Public Works (or Town Manager).

## **3. KNOWLEDGE REQUIRED BY THE POSITION**

- 3.1 Knowledge of department and town policies and procedures.
- 3.2 Knowledge of computers and job related software programs (Microsoft Word and Excel).
- 3.3 Skill in the use of a two-way radio.

- 3.4 Skill in the analysis of problems and the development and implementation of solutions.
- 3.5 Skill in the preparation of clear and precise reports.
- 3.6 Skill in oral and written communication.
- 3.7 Basic budgeting skills.

#### **4. SUPERVISORY CONTROLS**

- 4.1 The Administrative Assistant works under the supervision of the Director of Public Works.

#### **5. COMPLEXITY/SCOPE OF WORK**

- 5.1 The work consists of administrative duties in support of department operations. Frequent interruptions contribute to the complexity of the position.

#### **6. CONTACTS**

- 6.1 Contacts are typically with co-workers, representatives of other departments and members of the general public.

#### **7. PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 7.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping.
- 7.2 The work is typically performed in an office. The office is located at the Public Works Department and, thus, is subject to a work environment of dust, mechanical repairs and heavy equipment operation typical of a municipal highway garage.

#### **8. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 8.1 None.

#### **9. MINIMUM QUALIFICATIONS**

- 9.1 High school diploma or equivalent required.
- 9.2 Valid driver's license is required.
- 9.3 At least one year of experience in office/administrative work is desired.
- 9.4 Must demonstrate excellent judgment, decision making, customer service, and communication skills.
- 9.5 Must maintain composure and interact tactfully and respectfully with all people.