



Town of Sandisfield, Massachusetts

Department of Public Works

JOB DESCRIPTION

D.P.W. ADMINISTRATIVE ASSISTANT

JOB DUTIES:

- 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.
- Manage accounts payable for D.P.W.
- Prepare Chapter 90 submittals and correspond with MASS. DOT.
- Create request for bid packages following State & Federal mandates.

GENERAL RESPONSIBILITIES:

- Provide administrative support to ensure that municipal operations are maintained in an effective, up-to-date and accurate manner.
- Represent the town in a professional manner at all times. Perform work assignments in a prompt, efficient and safe manner.
- Report all accidents, to self and /or property, as well as safety concerns to the D.P.W./Town within 2 hours of incident for non-emergencies. All emergency incidents must be reported immediately
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.
- Submission of State project requests and ongoing required submittals for State reimbursements.
- Prepare reports for Federal and State agencies as required.
- Assist in the development of annual D.P.W budgets.
- Prepare department updates for Select Board.
- Complete biweekly payroll and provide hardcopy of time sheets to treasurer.
- Maintain department calendars for meetings, key project milestones and deliverables.

REQUIREMENTS-MINIMUM QUALIFICATIONS:

- Ability to understand and follow written and oral instructions, communicate with others and work independently.
- Knowledgeable in municipal operations, accounts payable and budgetary recordkeeping, computer systems and applications, including Microsoft Office.
- Knowledge and ability to follow all general safety procedures and practices.
- Ability to remain calm and deal courteously with public exhibiting exceptional customer service skills, especially when interacting with upset customers.
- 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 Federal guideline.

WORKING CONDITIONS:

- Involves risks or discomforts, e.g. working around moving parts and equipment, which require some safety precautions and/or the use of protective safety equipment.