



Town of Millbury
Executive Assistant – DPW

The Town of Millbury seeks qualified applicants for an **Executive Assistant** for the Department of Public Works. Under the direct supervision of the DPW Director, the Executive Assistant is responsible for receiving and responding to requests for public records, general inquiries, and complaints from the public, in person, via telephone and/or email. The employee will maintain records and track state contracts (including MS4), vendor contracts and cemetery records. Create and maintain database for DPW complaints, projects and department property accidents. This includes support for Highway, Parks & Playgrounds, Cemetery, Transfer Station, Tree Warden, Snow & Ice Removal, and Street Lighting. The Executive Assistant will also be responsible for performing other general administrative duties. This is a full time, exempt, 40 hour per week, benefited position. Salary range: \$53,000 - \$58,000. Send cover letter and resume to Karyn E. Clark, Town Manager, Town of Millbury, 127 Elm Street, Millbury, MA 01527 or resumes@millburyma.gov.

AA/EOE

Posted: March 13, 2024

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| Job Title: Executive Assistant | Hours per week: 40 | FLSA Status: Exempt |
| Reports to: DPW Director | Department: DPW | Grade: |
| Created date: 02/22/24 | Revised date: 03/13/24 | Approved date: 3/13/24 |
| Created by: HR/TM | Revised by: TM | Approved by: HR/TM |

**TOWN OF MILLBURY
EXECUTIVE ASSISTANT - DPW**

Position Purpose:

Performs highly responsible senior level administrative services for the Department of Public Works (DPW) Director, maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, prepares reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.)

- Prepares and processes Department Head's and/or managerial staff's records, letters, memoranda, and correspondence of a public and confidential nature.
- Assists Department Head in the preparation of the department's annual budget and Town Report.
- Maintains filing systems for the department, including confidential personnel records, accounts, and contract files.
- Collaborates with webmaster on public notifications of upcoming road closures, etc.
- Responsible for online permitting.
- Responsible for handling all items of confidential nature or personnel records.
- Schedules and maintains calendar for meetings and appointments for DPW Director.
- Organize trainings for staff (stop the bleed, CPR, AED, etc.).
- Receives and processes inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution; answers telephones and greets visitors to facility.
- Conducts research on resident complaints, road issues, scheduling, etc.
- Assists other departmental staff in the performance of their duties as necessary.
- Makes telephone calls to provide and gather information for the Director.
- Performs department bookkeeping, accounts payable and receivable, including budgetary transfers; maintains personnel records including information associated with payroll and benefits.
- Creates agendas, organizes meetings and takes minutes.

- Responsible for Ch 90 submittals and reimbursements, DEP filing, data tracking for all DPW divisions, and MS4 filing (with Town Engineer and contractors).
- Filing permits (driveway and street closures).
- Collaborate with DPW mechanics on fleet management reporting, filing and billing.
- Collaborate with cemetery foreman and funeral homes on plot sales and resting spots; take minutes at cemetery meetings.
- Collects billing data from snow/ice contractors; enters updated information into the computer; prepares billing and payments for approximately 60 contractors. Prepares snow and ice over expenditures requests and data sheets.
- Assists in the preparation of bid specifications from scope of work documents relative to highway materials, water materials, capital outlay items, engineering services and projects, and various contracts in support of the department; prepare department contracts for approval and signature by Town Counsel, Finance Director and Town Manager.
- Prepares department insurance claims by filing necessary paperwork with the Town's insurance provider and follow through on status of the claim.
- Provides the public access and information; provides assistance and referral on administrative procedures.
- Orders supplies, processes, and maintains purchase order/logs, verifies order accuracy and sets up new vendor accounts.
- Performs typing, filing, and copying functions; drafts correspondence as requested for the Superintendent per instruction.
- Accepts payments made to the department, prepares financial transmittal forms, logs and computes cash and check receipts, depositing with Treasurer.
- Sends out written notice of arrears and follows through with telephone contact regularly.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma or equivalent; three to five years experience in an advanced administrative assistant position dealing with the public; or any equivalent combination of education and experience. Municipal government experience highly desirable. Use of financial systems, such as VADAR, also a plus.

Knowledge, Ability and Skill:

Knowledge: Keen knowledge of the principles and practices of office management; and knowledge of municipal operations. Working knowledge of relevant local by-laws, laws and regulations.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to operate standard office equipment. Ability to multi-task and change focus frequently.

Skill: Excellent writing, planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills; interpersonal and

problem-solving skills. Skill in the use of Financial Management Software and Microsoft Office. Short hand and/or speedwriting skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; stoop, kneel, crouch or crawl; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 30 pounds, normally less. Must be able to communicate with the general population.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the direction of the Director of Public Works.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours to attend meetings.
- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
- Employee has frequent contact with the general public, other Town departments, contractors, engineers and vendors. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to all department-related confidential information, including personnel records, financial information, collective bargaining information and grievances, legal documents and correspondence.

(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.)

AA / EOE