

<b>Job Title:</b> Administrative Assistant – DPW	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> DPW Superintendent	<b>Department:</b> Public Works	<b>Grade:</b> Grade 5
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b>
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF STERLING**  
**ADMINISTRATIVE ASSISTANT - DPW**

**Statement of Duties**

Performs responsible and complex administrative and clerical work requiring a great deal of attention to details and sequencing of actions, and in maintaining financial records consistent with department policies and procedures; all other related work as required.

**Supervision**

Works under the direct supervision of the Superintendent of Public Works. Performs varied functions ranging in nature from routine to complex which require the frequent exercise of independent judgment and initiative in situations not clearly defined. Generally establishes own work plan and priorities to complete routine work assignments.

**Job Environment**

Most work is performed under typical office conditions. Must have comprehensive knowledge of accounting principles, purchasing methods, data processing techniques and departmental operations with some guidance with supervisor. Must be able to operate a computer, calculator, copier, facsimile machine, telephone and other general office equipment.

Makes regular contact with the general public and in-house personnel and must be able to communicate effectively with others.

Has access to the department's confidential information. Has access to litigation and billing documents as well as financial information.

Errors in the application of established departmental clerical procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

**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.*

Maintain department accounts receivable and payables and reconciles all budget and grant accounts. Reconcile all budget accounts with the Town Accountant.

Answers and screens in-coming telephone calls and visitors.

Assists citizens with inquiries and completion of departmental paperwork.

Prepares and processes all department purchase orders and maintains department filing system for official records.

Prepares departmental payroll and maintains personnel records including worker's compensation claims, overtime, and leave accruals.

Assists in the preparation of official documents such as the budget, department activity reports and official correspondence to ensure accuracy and compliance with local and state laws and policies.

Oversees division billing and customer account records.

Maintain detailed and accurate records pertaining to the operations of the department; may post to various department accounts according to standard office procedures; perform basic arithmetic computations to maintain record of fees collected.

Prepares and submits written reports to supervisor as required.

Performs other similar or related work as required or as situation dictates.

## **Recommend Minimum Qualifications**

### **Education and Experience:**

High School Diploma; Associates Degree in accounting or bookkeeping preferred; three (3) to five (5) years of responsible clerical/accounting experience with some supervision required or any equivalent combination of education and experience which provides the required knowledge, skills or ability required.

### **Knowledge, Ability and Skill**

**Knowledge:** Thorough knowledge of accounting principles, office procedures and machines. Familiarity with budgets, word processing, spreadsheet applications. Thorough knowledge of municipal accounting principles and Town government.

**Ability:** Ability to interact and communicate positively and effectively both orally and in writing to Board Members, other elected and appointed Town Officials, other Town employees and the general public. Ability to maintain detailed and accurate records. Ability to multi-task and work in a fast paced environment.

**Skills:** Excellent planning and organizational skills. Excellent employee and public relations. Skills and ability to handle multiple tasks. Good judgment, integrity and ability to maintain effective staff and community relations.

### **Physical Requirements**

Minimal physical effort generally required in performing administrative duties.

Position requires the ability to operate a keyboard, at efficient speed for long periods of time.

Must be able to operate and trouble shoot standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. Employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hands and arms. Ability to see and hear well within normal ranges.

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