

**Position Purpose:**

Performs responsible and complex administrative and clerical work requiring a great deal of attention to details and in maintaining financial records consistent with department policies and procedures. 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.*

- Manages administrative staff, ensuring Water and DPW functions run smoothly on a daily basis. Trains other staff member on office functions as well as conduct cross-training.
- Assist in projects for DPW or Water Department. Prepares bi-weekly payroll.
- Prepares DPW Board agenda and Board packets. Attends Board meetings and produces meeting minutes. Explains varied town procedures, regulations and/or policies as requested. Gathers background information on issues as directed. Provides special events coordination.
- Responsible for water bill production and issuance, collections, and recordkeeping. Works with software to input readings, generates bills and collects payments.
- Provides service to residents, employees, and vendors to ensure smooth operations of the department.
- Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:****Education, Training and Experience:**

High School Diploma required. Associate's Degree in Accounting or Bookkeeping preferred; three to five years of responsible clerical/accounting experience with some supervision required; or an equivalent combination of education and experience.

**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.

*Skill:* 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. Proficient computer 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.*

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

**Supervision:**

*Supervision Scope:* Performs responsible duties which require independent judgment and considerable attention to detail and accuracy in carrying out operations.

*Supervision Received:* Works under the direction of the Public Works Director.

*Supervision Given:* Supervises one full-time employee.

**Job Environment:**

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; frequent contact with town departments and the general public; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- The employee has access to confidential departmental information such as litigation and billing documents as well as financial information.
- Errors could result in delay or loss of services or have financial and/or legal repercussions.

*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.*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*