



INTERIM ADMINISTRATIVE ASSISTANT--DEPARTMENT OF PUBLIC WORKS

The Town of Westwood seeks a qualified assistant to join a team of public works professionals to provide administrative and recordkeeping support in the Department of Public Works. This is a 4 – 6 month assignment while the incumbent is covering for another vacancy in the town.

Duties may include the following: Provides administrative and recordkeeping duties to department staff, including the Director of Public Works, Sewer Superintendent, Energy Manager, and Board of Sewer Commissioners. Screens incoming mail, inquiries and visitors; prepares correspondence and reports; maintains department's filing systems, procedure manuals and updates website. Produces fliers and mailers for special programs, e.g., Hazardous Waste Day. Coordinates posting of information in newspapers, cable TV, and internet. Fields telephone calls from residents and other Town departments reporting emergencies, complaints, etc.; works closely with Town departments, including Board of Health, Building Department and Dedham Westwood Water District. Schedules Sewer Commission meetings and prepares agenda, legal documents and other materials for informational packets; files meeting date with Town Clerk for posting; schedules appointments; attends meetings and transcribes minutes. Conducts research, answers questions and provides information and materials to the public, contractors, and regulatory agencies; receives and responds to complaints; refers calls to appropriate department and Town personnel. Monitors expense budgets associated with recycling, fields/grounds, sewer and miscellaneous non-highway budgets. Compiles budget information and prepares budget reports. Prepares and processes invoices for payment. Prepares and submits department's weekly payroll. May process sewer bills. Answers questions from sewer users regarding bills. Assists in providing data entry and inquiries from the mapping system for the Town.

Qualifications and experience: High school education; Associate's or Bachelor's degree preferred. Four years of office experience, preferably in a municipal setting or any equivalent combination of education and experience. Computer proficiency and strong customer service skills required.

Salary and Benefits: 30 - 35 hours per week, union, non-benefit-eligible position; \$24.76 per hour

Apply to: jcmurray@townhall.westwood.ma.us by May 31, 2019

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