



ADMINISTRATIVE ASSISTANT--DEPARTMENT OF PUBLIC WORKS

The Town of Westwood has an immediate opening for an Administrative Assistant to join a team of public works professionals in providing customer service and administrative support in the Department of Public Works.

Duties include the following: Performs administrative and recordkeeping functions for department staff, including the Director of Public Works, Asst. Director of Public Works, Energy Manager, and Board of Sewer Commissioners. Screens incoming mail, greets visitors, and fields inquiries; prepares correspondence and reports; maintains department's filing systems and procedure manuals; 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 dates with Town Clerk for posting; schedules appointments; attends evening 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 and answer 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: 35 hours per week, union, benefit-eligible position; \$25.77 - \$30.16 per hour in eight steps. Attractive benefit package, including health, dental, life and long-term disability insurances, flexible spending accounts, deferred compensation plans, and more.

Apply to: lunger@townhall.westwood.ma.us. **Please include cover letter and resume.**

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