



## 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 temporary position with the potential to become permanent.

### ***Duties may include the following:***

- Provides administrative and recordkeeping support to department staff, including the Director of Public Works, Sewer Superintendent, Energy Manager, and Board of Sewer Commissioners.
- Processes sewer bills including computing adjustments, posting, and printing bills. Answers questions from users regarding sewer bills.
- Maintains records of construction projects under federal and state grants; maintains I/I Grant Program; communicates with auditors and supplies information when necessary.
- Conducts research, answers questions, and provides information and material to residents, contractors, agencies and consultants.
- Fields telephone calls from residents and other town departments reporting emergencies, complaints, etc.
- Performs data entry into mapping system for town.
- 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.

***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, non-benefit-eligible position; \$25.77 per hour

***Apply to:*** [lunger@townhall.westwood.ma.us](mailto:lunger@townhall.westwood.ma.us). Applications will be reviewed as they are received.

**POSTED: APRIL 9, 2021**

*Equal Opportunity Employer*