



TOWN OF UXBRIDGE
DEPARTMENT OF PUBLIC WORKS

147 HECLA STREET
UXBRIDGE, MASSACHUSETTS 01569-1326
508-278-8616 ♦ Fax 508-278-3179

Benn S. Sherman, P.E.
Director

NOTICE

POSTED: October 16, 2018

NOTICE: 1 Part time
Monday-Thursday 9:30 a.m. - 1:30 p.m.
Friday 9:30 a.m. - 12:30 p.m.
19 Hours Per Week

CLASSIFICATION: Administrative Assistant III

GRADE: C

DEPARTMENT: Public Works-Administration

REQUIREMENTS: Per Attached Job Description

WAGE: Per Union Scale
FY 2019 \$20.45 - Regular

AVAILABLE: November 27, 2018

APPOINTING AUTHORITY: Town Manager

All interested, qualified candidates should submit a letter of interest, Town of Uxbridge application, resume, and the names of three professional references to Human Resources, Town of Uxbridge, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Review of resumes will commence immediately, and will continue until a suitable candidate is determined.

Posted: Town Hall, Library, Fire Department, DPW, Council on Aging, Police Station

This position must be posted for ten (10) working days in-house per Article 31 of the SEIU Contract. However, applications will be received until position is filled.

The Town of Uxbridge is an Equal Opportunity Employer



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Job Title: Administrative Assistant III – Grade C	FLSA Status: Non-Exempt
Department: Public Works-Administration	Bargaining Unit: SEIU
Reports To: Director of Public Works	Date: February 2015

PURPOSE

Under the direction of the Director of Public Works, perform the necessary tasks associated with the operation of the Public Works Department with regard to administrative work for all associated divisions.

SUPERVISION

Works under the general supervision of the Director of Public Works.

JOB ENVIRONMENT

Work is generally performed in typical office conditions. Work is subject to frequent interruptions by telephone calls, radio communications and the general public. Operates computer equipment which includes accounts payable software and water/sewer billing software, telephone system, and standard office machines. Access to confidential information is limited to department oriented information. Errors in judgment could result in delays, disruption, and confusion and could cause adverse public relations.

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.

- Verify and process payroll for four (4) divisions of the department on a weekly basis
- Maintain personnel records – clothing allowance, benefits, timesheets, leave of absences, medical reports
- Report and budget preparations – Update budget expenses and salaries regularly
- Process Accounts Payable – current software program
- Research/reconcile invoice issues
- Reconcile expenses/revenue accounts with Town Accountant
- Process Water/Sewer billing – Vadar Systems or current software program, invoicing, pipe and labor bills, stopped meters, final readings, customer updates, and customer inquiries
- Process Insurance Claims: claimant, insurance company, court documents
- Process Invoicing for Contractors, Engineers, Developers
- Process all applications and permits; Road Openings, Driveway, Residential/Commercial Water and Sewer Connection, Work Orders
- Prepare Bid Contracts/Advertising/Correspondence – Construction/Materials/Equipment Bids
- Maintain records for private plowers; insurance, registrations, licenses
- Coordinate and maintain compost/recycling facility; dates, senior workoff, permits, etc.
- Distribute septage hauler tickets and maintain records
- Coordinate town common sign

Administrative Assistant III
Department of Public Works



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- Compose and type a variety of notices, forms, reports, correspondence, memorandums
- Process deposits on a weekly basis
- Performs special projects and related tasks as required
- Screen telephone and office inquirers, visitors, engineers, contractors
- Respond to requests not needing action by the Director or Supervisors
- Maintain inventory and purchase office supplies
- Maintain and update filing system

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

High School Graduate with background in accounting, bookkeeping and office procedures, with two full years of experience a secretarial field or any equivalent combination of education and experience.

Knowledge, Skills and Abilities

Position requires excellent computer literacy and knowledge of Word, Excel, Access, and PowerPoint. Familiarity with municipal government procedures and all office procedures and equipment. Ability to maintain accurate records. Strong communication, public relations, problem solving and customer service skills. Strong computer skills mandatory

Tools and Equipment Used

The employee is required to use a personal computer and general office equipment.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job in an administrative and office setting. Reasonable accommodation may be to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the employee is frequently required to talk, hear, sit, stand and walk. Occasionally the employee is required to lift and carry (usually no more than 10 lbs.), and climb. May be required to stoop, bend, and reach.

Requires the application of manual dexterity in combination with eye-hand coordination for operating general office equipment, filing and data entry.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential function of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. The employee works in an office environment.