

## **JOB DESCRIPTION TOWN OF EASTON**

### **SECRETARY - PUBLIC WORKS**

#### **GENERAL STATEMENT OF DUTIES:**

Performs a wide variety of secretarial and bookkeeping duties for the Public Works Department. Responsibilities include maintaining personnel records, time and attendance records, performing word processing and data processing, budget control, purchasing, permits, materials and fuel consumption records, generates management reports, and provides clerical and secretarial duties for the Director/Town Engineer, Deputy Director/Assistant Town Engineer, the Highway Superintendent and the Building Maintenance Foreman.

**SUPERVISION RECEIVED:** Works under the general direction of the Director of Public Works/Town Engineer, Deputy Director/Assistant Town Engineer and the Highway Superintendent.

**SUPERVISION EXERCISED:** None

#### **ILLUSTRATIVE DUTIES:**

Maintains all account books for the department, processing expenditure requests, budget appropriations, miscellaneous receipts, petty cash, purchase orders, management reports and account related research.

Maintains record of fuel consumption by all departments in the form of vehicle monthly and yearly summaries and billing outside departments for their portion of fuel consumption. Provide fuel reports for Police, Fire, Parks and Recreation, Schools and EMS.

Processes payroll and other employee information of the department. Responsible for maintaining personnel records, overtime, longevity, sick leave, vacation, Workmen's Compensation information, funeral and bereavement leave and personal leave records.

Maintains recycling/solid waste records for Town including all Town departments and private trash haulers. Generates monthly summaries. Records yearly totals of recyclable categories, tonnage and recovery cost versus expense of disposal.

Assists with budget preparation and budget maintenance during the fiscal year.

Maintains project accounts and cost summaries; track actual versus planned.

Performs general secretarial responsibilities such as letter writing, bid preparation, form letters, general correspondence and routine administrative details including maintaining an up to date and accurate file system. Responsible for setting up new systems of record keeping as well as updating and clarifying past records. Receive and process all departmental mail.

Receives questions and complaints from the public both on phone and in person. Records basis for complaints to be investigated and maintains a record of complaints.

Operate two-way radio and acts as Dispatcher for the Public Works Department as appropriate.

Miscellaneous duties related to Engineering Department including typing, bond calculations, subdivision status summaries (individual and collective), and map prints.

Performs related work as required.

## **Secretary - Public Works (cont.)**

### **MINIMUM QUALIFICATIONS:**

**KNOWLEDGE:** Knowledge of business English, commercial arithmetic and procedures and policies of the Department.

**SKILLS AND ABILITIES:** Effective communication and interpersonal skills.  
Ability to multi-task.  
Proficient computer and Microsoft Office skills.  
Attention to details.  
Organized.

### **EXPERIENCE AND TRAINING:**

High school graduate or the equivalent and two (2) years of experience in a responsible clerical function. Preferred experience in other related municipal departments such as Building Department, Tax Office and the like **OR** any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

BoS approved 5/2/19