

TOWN OF GORHAM
Job Description

Administrative Assistant
Public Works Department

General Summary

This is a responsible office position that provides support to the Public Works Director and the Public Works Department. The Administrative Assistant reports to the Public Works Director and relieves the Director of daily activities as determined by the Director. This position has considerable contact with the general public, local contractors, vendors, government agencies, and town employees. The Administrative Assistant works with some independence and may complete independent projects as assigned by the Public Works Director.

POSITION CLASSIFICATION: This position is classified as an hourly (non exempt) position.

SUPERVISORY RESPONSIBILITIES: None.

Essential Job Functions

- Must be able to maintain effective relationships with members of the public while providing excellent customer service.
- Must be able to maintain an effective working relationship with the DPW Director and management staff, other town staff, contractors, and government agencies.
- Must be able to organize, prioritize, and manage multiple assignments and activities.
- Must exhibit the ability to effectively work with various types of personalities.
- Must be able to consistently work a full work week.
- Must be able to maintain confidentiality with sensitive personnel issues.
- Must be able to walk, talk, listen, stoop and reach.
- Must have normal vision and be able to operate office technology.
- Must be able to accurately follow instructions and file records.
- Must be able to lift up to 30 lbs. and work effectively in a moderately noisy setting under moderately stressful conditions.
- Must have developed computer skills and have a working knowledge of Microsoft Office.
- Must be able to work independently and exercise good judgment.
- Must possess a valid drivers license and be insurable in a normal risk pool.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disability Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

Duties and Responsibilities (Illustrative Only)

- Answers the telephone, listens to complaint or question and provides information to the caller.
- Composes and answers routine correspondence as assigned by the Director.
- Processes invoices and purchase orders and maintains records.
- Sorts and distributes incoming mail and processes outgoing mail.
- Enters data onto the computer for vehicle maintenance and other records.
- Orders and maintains all office supplies.
- Maintain all fuel records for the town and operates fuel management system software.
- Maintains all payroll records for the Public Works Department. May assist in preparing payroll as assigned by the Public Works Director.
- Assists with personnel records management, including safety training information, as directed and assigned by the Public Works Director.
- Tracks capital project related cost information.
- Types correspondence and budget material and other material as requested by supervisor.
- Orders and tracks inventory of Town trash bags, tags, compost bins and recycle bins.
- Researches records and compiles data and information as requested.
- Works on independent projects as assigned by the Director.

These are illustrative and temporary work guidelines. Employees in this position are expected to perform other tasks and other work as required.

Desirable Experience, Training, and Skill

- A working knowledge of Microsoft Word, Excel, Powerpoint, Access, Outlook, and other computer software and hardware and modern office practices.
- Good oral, written and interpersonal communication skills.
- Good organizational skills and the ability to work constructively and effectively as part of a team are necessary.
- Good public relations skills and the ability to provide excellent customer service.
- The ability to understand and follow complex oral and written instructions.
- The ability to work independently and exercise good judgment.
- A basic knowledge of Public Works vehicles and equipment is helpful.
- The ability to be flexible and try new ideas is desirable.

Desirable Education, Experience and Training

- Graduation from High School supplemented by courses in computers and modern office practices required. An Associate's degree in business or a related field is preferred.

- At least three years of experience supporting a Manager or Executive is required.
- Must possess a valid drivers license.

Working Conditions/Physical Demands

- Moderate physical activity with occasional lifting of objects weighing 20 lbs. or more.
- Work may be performed in a moderately noisy, stressful environment.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to do this job. It is not intended to be an exhaustive list of responsibilities and duties requires. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for changing needs.

Adopted: October 20, 2016