

Administrative Assistant

The Town of Montague **Clean Water Facility** is seeking applications for the position of **Administrative Assistant**. This position performs clerical and administrative functions for the Clean Water Facility. Responsibilities include billing, processing departmental accounts payable and payroll, both weekly and corrective emergency work orders, assisting with residential and industrial sewer billing, providing customer service, preparing correspondence, performing data entry, and managing the daily operation of the office. Candidates for this position should have a High School diploma or equivalent with strong computer and bookkeeping skills; at least two (2) years of bookkeeping and accounting experience or an equivalent combination of education and experience.

This is a benefited full-time position, working 5 days, 40/hrs. week, in the NAGE Union, and is pension eligible. The range of pay is: \$19.76 to \$20.62 per hour.

Please see the attached job description for further information.

Applicants interested in this position should send a cover letter and resume titled “Admin Asst Search” via email to CWF.SUPT@montague-ma.gov

Applications are due Aug 1, 2024 but will be accepted until position is filled.

The Town of Montague is an EEO Employer

POSITION TITLE:	Administrative Assistant	DATE:	May 2014
DEPARTMENT:	Water Pollution Control Facility	GRADE:	B1
REPORTS TO:	Superintendent	FLSA:	Non-Exempt

Statement of Duties

Position performs billing, accounts payable, payroll, both weekly and corrective emergency work orders, and secretarial functions for the Water Pollution Control Facility. Responsibilities include issuing bills, processing departmental accounts payable and payroll, assisting with residential and industrial sewer billing, providing customer service, preparing correspondence, performing data entry, and managing the daily operation of the office. Supports operations staff when short-handed, i.e. second person on pump station rounds.

Supervision/Guidance Received

Employee works under the general supervision of the Superintendent. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instruction. Unusual situations are referred to the supervisor for further instruction. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. Employee has limited access to department personnel files.

Job Environment

Position responsibilities require the use of judgment to interpret numerous standardized practices, procedures, or general instructions that govern the work, especially to research billing information. Employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation. Employee plans and prioritizes work in response to the nature of the transaction and/or the information involved, or sought, in a particular situation

Errors can result in a delay of service, legal repercussions, or monetary loss.

Position has frequent contact with the public to receive calls and visitors; respond to inquiries, requests, or complaints; or provide information and assistance regarding department policies and procedures. Position has contact with other town departments, vendors, users, and regulatory agencies for the purpose of giving or receiving information and assistance, coordinating tasks, and scheduling appointments. Contact usually occurs in person, in writing, or on the phone.

Occasionally employee enters areas where biohazards and confined space are issues.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

Essential Functions

1. Receives all incoming calls and visitors to the office; responds to inquiries or requests for assistance or directs customers to the appropriate personnel for assistance.
2. Processes sewer bills for industrial users; researches information to properly identify billing addresses and property owners, interprets data, and produces bills and/or warrants.
3. Processes payroll for the department and maintains records for employee leave time.
4. Performs clerical duties for department; prepares correspondence; copies documents; maintains and updates files and records; and prepares mailings.
5. Processes department bills for payment; submits information to the Accountant's Office for payment; maintains records of expenditures.
6. Acts as backup for updating information into computer as required, and generates reports as requested including monthly lab reports to State and Federal agencies.
7. Maintains and updates records of work orders issued to employees; produces and tracks the status of work orders and corrective emergency work orders via computerized maintenance management program.
8. Assists supervisors in the maintenance of an adequate inventory of equipment and supplies for the department, orders additional supplies as required.
9. Prepares and submits septage monies received after billing.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a High School diploma or equivalent with strong computer and bookkeeping skills and at least two (2) years of bookkeeping and accounting experience or an equivalent combination of education and experience.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Principles, practices, and methods related to bookkeeping, clerical, reception and secretarial duties.

Skill in:

- Communication, customer service and organization skills
- Spelling and grammar
- Bookkeeping and mathematics
- Office procedures, equipment, software applications, and database management

And the ability to:

- Handle multiple tasks simultaneously, despite interruptions
- Ability to maintain work orders, corrective emergency work orders and the maintenance management program

Tools and Equipment Used

The employee operates standard office equipment (e.g. personal computer, telephone, copier, facsimile) and radio.

Physical Requirements

Employee works in a moderately noisy office setting. The location of the work involves a slight risk of exposure to toxic or caustic chemicals, fumes and airborne particles, explosion from sewer gases, irate sewer users, and biological hazards. Employee occasionally lifts up to **30 lbs.**, and seldom lifts up to 60 lbs. Normal vision is required for this position. Equipment operated includes automobile, office machines, computers, and radio.

The employee is frequently required to sit, speak, hear and use hands to operate computer during work hours. The employee must regularly bend, stand and walk. Vision requirements include the ability to read routine documents for analysis and general understanding, and to view a computer screen. The position requires lifting and carrying objects weighing up to 10 pounds.

Work Environment

Administrative work is performed under typical office conditions. The office environment is exposed to varying levels of odor, noise, and various biological substances inherent in the waste water industry.

Approved:

_____ Date _____
Frank E. Abbondanzio
Town Administrator

_____ Date _____
Board Chair, if necessary