

Highway Administrative Assistant

DEFINITION

Position is responsible for providing administrative and clerical support to the Highway Department.

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.

- Screen incoming mail, calls, and visitors and direct to appropriate department head, staff member, or staff in another department. Take messages. Address matters that do not require personal attention or action of the department head.
- Schedule appointments and/or inspections for the department.
- Respond to customer inquiries and complaints regarding department business.
- Maintain confidential personnel information, documents and files as required.
- Prepare department correspondence, memoranda, forms, reports, agendas, minutes, bid specifications, etc. using word-processing, spreadsheets, and presentation software.
- Copy, fax, and mail material.
- Schedule department / board meetings. Prepare agenda for department and / or board meetings, transcribe meeting minutes, distribute copies of meeting materials.
- Prepare department payroll including tracking time worked, sick leave, vacation leave, and over-time.
- Prepare department payables.
- Assist with submission of grant compliance paperwork and reporting.
- Assist with preparation of Chapter 90 paperwork and reporting.
- Manage fuel levels and deliveries for fuel pump at highway garage; monitor budget against actual funds spent.
- Performs other related job duties as required.

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

JUDGMENT AND COMPLEXITY

The work involves numerous standardized practices, procedures, or general instructions that govern the work and requires additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

NATURE AND PURPOSE OF CONTACTS

Relationships are constant with co-workers, vendors, the public, groups, and/or individuals, such as peers from other organizations and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations, or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits, and client records.

EDUCATION AND EXPERIENCE

High School Diploma or equivalent and two to three years of related experience, or any combination of training and experience required to fulfill the duties of the position.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department.

Abilities: Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability to prioritize.

Skills: Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Skills: Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills: Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.