



JOB POSTING – Jul 28, 2025

DEADLINE- Aug 11, 2025

Job Title: Office Manager

Department: Department of Public Works

Reports to: Director of Public Works

Job Summary:

The Office Manager is responsible for providing administrative support to the Department of Public Works. Work includes responding to inquiries from the public or other departments, in person and on the phone; preparing reports and correspondence; administrative functions related to personnel, purchasing, utility billings; and providing administrative assistance as required for the department.

Supervisory Responsibilities:

- Provides immediate functional and/or technical supervision over clerical staff.

Duties/Responsibilities:

- Performs clerical duties of a varied and responsible nature, requiring the use of independent judgment and analysis.
- Makes frequent contacts with the general public, with other governmental agencies, and with other city departments.
- Arranges for Board meetings and conferences; furnishes pertinent information and data upon which decisions and policies can be made, may record minutes as required
- Consideration effort required to detect errors which could be costly to correct and could adversely affect the work of others
- Some physical effort demanded in familiarizing self with major construction projects and new mechanical techniques relative to obtaining financial data and understanding values and costs.
- Supervises and reviews work of an office unit engaged in a major municipal function; may receive complaints and effect their adjustment or relay them for final settlement, such as explanation of sewer. construction assessments, of rules, regulations and prescribed procedures relating to applications, permits, licenses, street layouts, specifications and betterments, street takings, preparation of legal notices, newspaper advertising, bid specifications, departmental notices and directives.
- Coordinates work programs on major construction projects such as schools, public works buildings, treatment plants, etc.



Prepares reports or tabulations that cover a wide variety of the activities of the agency to which the position is assigned from daily and other records, requiring the careful selection, classification and compilation of information.

- Prepares annual Department budget from requests and allocations by divisions.
- Processes contract encumbrances and orders and conducts correspondence that involves the interpretation of laws and departmental regulations.
- Handles correspondence of the office and composes and types departmental letters covering procedure and policy as established by the governing body.

Required Skills/Abilities:

Thorough knowledge of office practices and procedures and of the laws and regulations affecting the operation of the agency to which the position is assigned. Clear understanding of financial reporting: G/L accounts, auditing procedures, collections, scheduling, and invoicing. Deadline driven when it comes to collections. Ability to keep complex records and to prepare periodic reports from such records. Strong ability to multitask. Ability to meet and deal with people appropriately and effectively.

Job Environment:

Administrative and supervisory work which includes clerical functions, coordination of clerical activities performed in more than one location, and executing general directives by determining methods of accomplishment.

Education, Certification, Licensure and Experience:

High school graduation or GED, plus five years' experience in responsible office and clerical work, including some supervisory experience; or any equivalent combination of education and experience. Must possess a valid Massachusetts Driver's License.

Fair Labor Standards Act (FLSA) status: Non-Exempt (hourly)

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Salary/Pay rate: \$60,412.18(minimum) up to \$ 64,901.56 (maximum) per year (Grade PS-22, DPW S)

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA)

How to Apply: Please apply on Indeed.com