



# Administrative Assistant

## Town of Raymond

**Department:** Public Works  
**Division:** Administration  
**Reports to:** Director  
**Peer Group:** 2 Tier1  
**FLSA Status:** Non-Exempt

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Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

### **Supervision Received:**

Works under the general supervision of the Public Works Director who outlines general policies and evaluates work in terms of effectiveness of results.

### **Supervision Exercised:**

Assist the Public Works Director with monitoring the follow through and implementation and execution of tasks assigned to Public Works employees.

### **Examples of Essential Duties:**

- Provides wide range of administrative and clerical services for the Department, serves as the office manager for the Department.
- Lead role in the Water Department billings and collections including reconciliation of quarterly meter readings, formation of bills, tracking and processing of payments and related database management.
- Coordinate inquiries from Water Department customers regarding usage, payments and/or request for field services.
- Process permit applications for all Divisions within the Department
- Provides research to support Departmental purchases
- Maintains Department files and databases
- Reviews and processes Department timesheets and invoices for accuracy and compliance with Town and Department policies and Union Agreements
- Assists the Director and Division leads in development of all communications documents
- Assists with development of Public Works Ordinances and Operating Procedures
- Assists the Director with issuance and tracking of Work Orders
- Assists in the preparation of bidding documents for materials and services
- Assists Division Leads with the procurement of materials and supplies
- Fields public inquiries and complaints at office counter
- Assists the Director with the annual budget preparation of the Division of Public Works.
- Assist in monitoring of the budgets for the Divisions of Public Works.
- Attend meetings as needed, occasionally during evening hours.
- Schedule meetings and manage calendar

- Post notices and other documents or photos to the Town’s website
- Research and schedule training for all Public Works staff

**Other Related Duties:**

- Tracks equipment repair expenses for all equipment for the Fleet Division
- Tracks winter maintenance costs for the Highway Division
- Assists with the coordination of the mandatory CDL Drug and Alcohol Testing program
- Assists with organizing and implementing the annual Household Hazardous Waste Collection Day

**Knowledge, Skills and Abilities Required:**

- Individual of strong character and integrity, with a solid commitment to customer service and complete respect for the taxpayer
- Adept at managing assignments in a fast-paced and dynamic environment
- Detail Oriented, Self-Motivated
- Aptitude for analytical research
- Knowledge of fundamental accounting principles and methods
- Experience with assembling an annual operating budget for multiple Divisions
- Skilled administrator with an ability to exercise independent, mature judgement
- Organized and efficient management of Department documents
- Considerable computer skill and proficiency with municipal and office software
- Articulate with strong writing abilities
- Resilient personality, ability to work the public arriving with divergent attitudes
- Ability to develop and maintain effective internal and external relationships
- Familiarity with engineering design, road and building construction, and maintenance terminology and practices helpful
- Familiarity with vehicle and equipment maintenance helpful

**Minimum Educational and Experience Required:**

Associate Degree from an accredited institution stemming from courses in areas such as Accounting, Writing, Administrative Supervision, Business, Communications and Computer Technology plus three (3) years of progressive experience preferred; OR any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities noted above.

**Physical Activity Requirements:**

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|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Lift:</b> up to 10 lbs.: Frequently Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Occasionally; Over 50 lbs.: Occasionally    | <b>Bending:</b> Frequently Required.                                                                                                               |
| <b>Carry:</b> up to 10 lbs.: Occasionally Required; 11-25 lbs.: Occasionally Required; 26-50 lbs.: Occasionally; Over 50 lbs.: Occasionally | <b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Frequently Required |
| <b>Push/Pull:</b> Frequently Required.                                                                                                      | <b>Twisting:</b> Frequently Required                                                                                                               |

**Sensory Requirements:**

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| <b>Talking:</b> Necessary for communicating with others              |
| <b>Hearing:</b> Necessary for receiving instructions and information |
| <b>Sight:</b> Necessary for performing job effectively               |

**Licensure/Certification Requirements:** N/A

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids. The employee may be exposed to fuels, solvents, paints and other chemicals associated with the maintenance and operation of Public Works Department.

***EEO Statement:** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

**Signatures:**

This job description has been approved by all levels of management:

Department Head \_\_\_\_\_ Date: \_\_\_\_\_

Town Manager \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.*

Employee \_\_\_\_\_ Date: \_\_\_\_\_