

NOTICE OF VACANCY

TITLE: Administrative Assistant to the Director of Public Services

DEPARTMENT: Department of Public Services

POSITION STATUS: Part-time, 19 hours per week, no benefits

REPORTS TO: Director of Public Services or his designee

SALARY: Up to \$17.00 per hour, DOQ

SUMMARY:

Works under the general direction of and provides primary administrative assistance to the Director of Public Services (DPS). Performs according to standard office procedures, a variety of clerical duties requiring a degree of decision making and knowledge of the functions of the Department. Position is often required to interact with the public on a variety of DPS issues and requests.

DUTIES:

Performs administrative support work to all DPS operations, functions and services to ensure that municipal operations are maintained in an effective, up to date and accurate manner.

Answers incoming calls, complaints and requests from constituents in a professional manner.

Responsible for contact within public works operations via telephone, in person and through written communication. Skillfully handles and works to resolve complaints and inquiries by residents and business owners in the community as well as other City Department employees.

Prepare and compile a variety of daily, weekly, monthly annual city reporting, and other documents using word processing, spreadsheets, relational data base software, and email as instructed and requested by the Director of Public Services.

File and maintain Personnel and Departmental Records

In conjunction with the DPS Principal Clerk, assists with preparation of monthly summaries of timesheet and overtime sheets for Director.

Prepare and maintain sidewalk repair lists, daily pothole list, trench list, sewer issues reports, water main break reports, catch basin, manhole and all other street related issues.

Administration of the DPS SeeClickFix; A communication platform for citizens to report non-emergency issues and complaints.

Books and schedules all Hydrant Flow Testing, Books and schedules all water turn/off water box issues and collecting fees.

Helps maintain DPS Website on notifications to residents. Assist and maintaining Trash and Recycling Program for the Engineering Department work orders for on-site pickup and delivery.

Purchases and maintains office supplies, being careful to adhere to budgeting practice.

Maintains City Ordinance Books, and Traffic Division.

Works closely with DPS Foremen daily to ensure issues are being identified and maintained on lists.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Excellent customer service skills and the ability to establish harmonious working relationships with residents, other employees, and elected officials. Ability to understand and follow oral and written instruction as well as effective verbal and listening communication skills.

Must be proficient with computerized office software such as Microsoft Office. Excellent time management, planning, organizational, and data processing skills. Experience in processing mail, answering incoming calls, customer service, and records management. Ability to maintain a high level of accuracy and confidentiality concerning employee information and files.

Knowledge of departmental operations, policies, procedures, rules, and regulations.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use fingers, talk, hear, grasp, reach with hands, see using close vision, see using distance, and adjust vision between close and distant. Ability to coordinate eyes, hands, feet, and limbs in performing semi-skilled movements in the operation of computer keyboard, telephone, copier, and calculator and manual files. Ability to lift, carry, push, or pull up to 30 pounds.

HOW TO APPLY:

Any person wishing to apply may do so, via email to jobs@salem.com no later than November 30, 2016. Please include references with your resume.

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Lisa B. Cammarata, Director

AA/EEO