

# TOWN OF EAST WINDSOR

## Job Description



**DEPARTMENT:** PUBLIC WORKS

**TITLE:** ADMINISTRATIVE ASSISTANT TO DIRECTOR OF PUBLIC WORKS

**POSITION GOAL:**

Works under the direction of the Director of Public Works. Assists the Director with responsible secretarial and administrative services. Work may involve assistance to Town officials and other governmental and private agencies and the general public. Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Must exercise mature judgment and decision making in daily activities. Must have exceptional written and oral communication skills.

**PRIMARY DUTIES:**

- Maintains Department budgets, including processing of invoices, annual budget submissions and interdepartmental transfers;
- Receives oral or written instructions from the Director; plans and organizes work according to established or standard office procedures;
- Handles and prepares correspondence and reports from rough copy, as well as composing and typing routine correspondence and reports;
- Screens telephone calls, greets visitors and ascertains nature of business. Provides general information on departmental services and basic Town information; if unable to provide appropriate information then refers complex issues or questions to appropriate person/department;
- Maintains records and files;
- Coordinates information to be posted on Department's website;

**ADDITIONAL DUTIES:**

The above describes the most significant duties performed and are not to be considered a detailed description of every duty that is required of the position. Other related duties may be assigned as needed.

**QUALIFICATION PROFILE:**

Five years' experience in secretarial or office administrative work, or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

Thorough knowledge of:

- Office practices and procedures including the operation and care of standard office equipment;
- Business English, grammar, punctuation and math;
- Computer software as applied to office applications including Microsoft Word, Excel and PowerPoint.

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### Ability to:

- Operate computers and various other office machinery in a proficient manner;
- Organize and express thoughts and ideas orally and through written communications;
- Exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures;
- Prioritize, organize and perform work independently;
- Prepare statistical and financial computations;
- Plan and maintain record keeping systems;
- Compose and prepare effective correspondence;
- Establish and maintain effective working relationships with other employees, public officials and the general public, and to effectively and discreetly convey information;
- Perform special assignments and routine administrative functions as required.

**SUPERVISED BY:** Director of Public Works

**LICENSE AND CERTIFICATION:** Not applicable

### **PROBLEM SOLVING/DECISION MAKING:**

Problem solving conducted on a daily basis.

### **PHYSICAL REQUIREMENTS:**

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This is a non-union position.