



Massachusetts PROVINCETOWN

PROVINCETOWN HUMAN RESOURCES OFFICE

Position Opening

AFSCME – DPW Water Dept – Administrative Assistant 2

The Town of Provincetown is accepting applications for an opening in the DPW Water Department for Administrative Assistant 2. This is a 40 hour a week positions that is responsible for the managing all financial aspects of the Water Department including bill pay, recordkeeping and scheduling as well as any and all other tasks as required or assigned.

Applicants should have a High School diploma supplemented by additional business or college courses in accounting or bookkeeping and office procedures. Must have 2-3 years of experience or any combination of skills to perform this job. This is a Union Grade 3 paying \$52,292.00 for the 6 month training period.

Job description and application may be obtained from the Human Resources Office, at 260 Commercial Street, Provincetown, MA 02657. The position will be available immediately and deadline for applications is December 12th and will remain open until filled.

The Town of Provincetown is an equal opportunity employer.

Alex Morse, Town Manager

Posted: www.provincetown-ma.gov, The Independent, Town Offices
Date: 11/8/2023

DPW ADMINISTRATIVE ASSISTANT #2

Definition:

Under general supervision in support of the department is responsible for managing all financial aspects of the department, including, but not limited to, billing, grant management, special projects management, required reporting to regulatory agencies, record keeping, bookkeeping, all correspondence and assistance to the department head or assigned supervisor; all other related tasks as required or assigned.

Distinguishing Characteristics:

Performs and manages a variety of administrative, clerical, bookkeeping and record keeping duties in accordance with established policy, procedures and regulations.

Manages department billing processes and computer operations independently, but under the general guidelines of the Town Accountant, Town Treasurer and department head or assigned supervisor.

Coordinates grants and special projects or assignments; budgets independently and exercises knowledgeable judgment in fiscal management, record keeping, historical audit files and correspondence on these projects.

Deals frequently and at times independently with both federal and state granting authorities, also, state and local agencies, engineers, attorneys, contractors and other lower Cape Town Offices.

Makes frequent contact with the general public and must be able to deal appropriately and tactfully with customer inquiries and complaints.

Errors in judgment could result in serious monetary loss for the Town both through the billing process and grant reimbursement process.

Will have access to confidential information such as; litigation files, negotiations with state, federal and regional agencies, personnel records, bid proposals, pending real estate sales, ownership and payment records and may at times be requested to attend executive sessions meetings.

Minimal physical effort required in performing duties under typical office conditions.

General Examples of Work:

Organizes and maintains department records and files, assists in the preparation of department budgets; recommends the purchase of department supplies and equipment. Assist department head or other Town Officials with appropriate preparations or issuances under the reviews and approval of department heads, committees or commissions.

All administrative tasks associated with special projects and grants for the department including all records, contracts, litigation files, providing information as requested by appropriate agencies.

Assist the department head or assigned supervisor in meeting all regulatory agency requirements at both federal and state levels.

Assist the department head or assigned supervisor in compilation of data for short and long range planning including filing necessary reports, correspondence and record keeping.

Assists other management and support staff as needed or requested.

Administers grant funds, monitors budget, prepares various financial reports as required by funding agencies, files town reimbursement requests for project funds with state and federal agencies.

Works with other town departments, boards and officials from other towns in processing information, inquiries and providing services to residents of area as required.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

High school education supplemented by additional business or college courses in accounting, bookkeeping and office procedures. Must have two to three years experience in bookkeeping, accounting and audit experience preferred; two to three years computer experience required; previous grant management experience preferred; experience dealing with the general public and office management preferred or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Must have thorough knowledge of office practices and procedures with working knowledge of departmental operations. Familiarity with computer billing systems, word and excel and ability to work with computer consultant in development of logic necessary for program modifications. Familiarity with legal contract, bids, specifications, and engineering contracts is desirable. Must have the ability to work effectively and communicate effectively both orally and in writing with the general public, state, local and federal agencies. Must have a working knowledge of accounting principles and practices.