



# Massachusetts PROVINCETOWN

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## Position Opening

### *AFSCME – DPW OFFICE MANAGER*

The Town of Provincetown is accepting applications for an opening in the DPW administrative staff for Office Manager. This is a 40 hour a week positions that works under the general supervision of the DPW Director, DPW Deputy Director, Senior Project Manager and Facilities Manager and will be responsible for managing all financial aspects in support of the department including but not limited to billing, grant management, special project management, bookkeeping and any other task assigned by staff.

Applicants should have a High School diploma as well as supplementary training or experience in bookkeeping, accounting and office procedures; two to three years office experience in bookkeeping and accounting as well as be computer proficient; or any other equivalent combination of education and experience. This is a Union Grade 5 position paying \$57,651.00 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 application deadline is November 30<sup>th</sup>, 2023.

The Town of Provincetown is an equal opportunity employer.

Alex Morse, Town Manager

Posted: [www.provincetown-ma.gov](http://www.provincetown-ma.gov), The Independent

Date: 11/14/2023

**Town of Provincetown, Massachusetts**  
**GRADE 5 AFSCME UNION POSITION**  
**DPW Office Manager Job Description**

**Position Purpose:**

The purpose of this position is to perform administrative duties for the DPW Office, ensuring its efficient and effective daily operations. He/She is required to perform all similar or related work as required.

**Supervision Required:**

The employee works under the administrative direction of the DPW Director and DPW Deputy Director receiving oral and written direction.

He/she is familiar with the work routine and uses initiative in carrying out recurring assignments independently without specific instruction; performs responsible duties requiring considerable knowledge of office operations, independent judgment and initiative.

**Work Environment:**

Employee performs work in a typical office setting with little or no physical demands or occupational risks. It requires walking to and standing at the counter. Occasionally there will be some work performed outside.

The position requires the operation of a computer, printers, facsimile machine, copier/scanner, calculator, postage machine, telephone, camera and other standard office equipment and software.

Relationships are with administration, area supervisors, co-workers, the public, groups and/or individuals requiring courtesy, patience and tact. The employee serves as a recognized authority within Town organizational matters of substance or importance. The employee communicates departmental practices, procedures regulations or guidelines.

**Accountability:**

Consequences of errors, missed deadlines or poor judgment may include time loss, missed deadlines, adverse public relations, and monetary loss.

**Complexity:**

The work consists of the practical application of a variety of concepts, practices and techniques relating to a technical field. Assignments typically involve understanding of factors, conditions or circumstances; evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using prepared reports.

**Confidentiality:**

Employee has access to confidential information of the Department.

**Judgment:**

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Employee performs responsible duties requiring considerable knowledge of office operations, independent judgment and initiative, within the policies and procedures established by the State of Massachusetts, the Town, and the Department.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Manages the daily operations of the DPW Office; allocates work load in accordance with departmental priorities; recommending and implementing changes in work flow, methods, and procedures.
- Processes bi-weekly payroll thru the Munis System and prepares for approval from the DPW Deputy Director.
- Manages all employee time off calendars and assists employees with time off tracking. Reports any concerns to the DPW Deputy Director.
- Processes vouchers for all DPW Departments except Water.
- Assists the DPW Director and DPW Deputy Director in budget planning and management.
- Responsible for keeping track of all employee licenses and making sure license specific stipends are paid on time.
- Responsible for the employee uniform policy and works the Foreman to order proper uniforms and other safety equipment when needed or directed by the DPW Deputy Director.
- Enters and maintains DPW complaints in tracking system
- Stocks and order office supplies and other business supplies as needed.
- Welcomes all visitors and directs them to the correct department or staff member
- Delivers and picks up out going mail and interoffice mail while ensuring confidentiality.
- Performs other duties as needed under the direction of the DPW Director, DPW Deputy Director, Water Superintendent, Facility Manager and Engineer.

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**Recommended Minimum Qualifications:**

Education, Training and Experience:

Position requires an Associate's Degree in Business, three to five- (3-5) years of experience preferably with 1 year in a supervisory capacity; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

A bachelor's degree is a plus.

Special Requirements:

None.

**Knowledge, Ability, and Skills:**

*Knowledge:* Knowledge of Town Government. Thorough knowledge of office practices and procedures. Knowledge of the following software is desirable: Microsoft Office applications, online permitting software, Laserfiche, MUNIS Financial Software.

*Ability:* Ability independently make decisions and solve problems. Ability to communicate effectively orally and in writing. Ability to maintain detailed budget accounts and financial records. Ability to deal with the general public appropriately and effectively, to meet deadlines, and to remain focused in the face of frequent "interruptions."

*Skill:* Skill in operating various office equipment. Proficiency in the use of computers including word processing, spreadsheets, and database.

**Physical and Mental 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.

*Physical Skills:* Minimal physical requirements in an office setting including daily lifting of ledgers weighing up to ten pounds and bending and standing to file. Frequently travels to other offices in the Town Hall and other buildings to retrieve documents (up to 30lbs.).

*Motor Skills:* Position requires minimal motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects and sorting of papers.

*Visual Skills:* Position requires routine reading of documents and reports for understanding.

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(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)