

**JOB TITLE: DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE COORDINATOR**

**JOB SUMMARY:** Under the direct supervision of the Public Works Director, the Administrative Coordinator will provide general administrative support to the Stratham Department of Public Works including managing department communications by phone, email and written correspondence; clerical activity related to payroll and accounts payable; processing cemetery and solid waste revenue receipts. This position requires the ability to plan and independently complete assigned tasks in accordance with prescribed time schedules and to exercise independent initiative and judgement in performing day-to-day duties.

**DIRECT SUPERVISOR:** Immediate supervisor shall be the Public Works Director

**EMPLOYMENT STATUS:** Part-time, non-exempt (24 hours per week) during normal DPW business hours as determined by the Public Works Director.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent office and interpersonal skills including public interaction, strong telephone communication and the ability to interact positively with members of the public and maintain a harmonious and cooperative working environment.
- Computer proficient, especially in word processing and the development/creation of spreadsheets of varying complexity. Operational knowledge of database management.
- Proficiency in using image scanning hardware/software and image manipulation.
- Must be accurate, attentive to detail, able to communicate effectively both orally and in writing.
- Ability to perform detailed work and to adopt creative approaches or solutions to issues as they arise.
- Ability to handle multiple priorities, meet deadlines, and to attend to many items simultaneously and/or in sequence.
- Ability to establish a working knowledge of pertinent statutes, rules, regulations, ordinances, policies, and procedures and to maintain a current and accurate knowledge of same, which are subject to change.
- Willingness to learn, to work cooperatively in a supervised and unsupervised environment, and to take direction, both oral and written, is essential.
- Ability to observe, identify, and communicate creative solutions and/or options with initiative.
- Must maintain an appropriate level of confidentiality regarding Town records.

**DUTIES AND RESPONSIBILITIES:**

- Performs general administrative work under the direction of the public works director or as assigned by the Town Administrator in support of other Town departments.
- Serves as a point of entry for residents and members of the public via telephone, e-mail and in person visitation.
- Assists patrons with variety of inquiries related to Town public works operations including curbside collections and transfer station permitting, fee inquiries and more.
- Prepares bi-weekly payroll in coordination with department director and Finance Office.
- Under the direction of the department director or other Town department heads coordinates work of volunteer committees as assigned including maintaining records and generally supports members in furtherance of committee charges.
- Troubleshoots problems/issues and/or responds to customer inquiries, questions, and complaints via phone, email and in person.

- Receive and track data for driveway permits and coordinate inspections with homeowner/business owner.
- Process invoices by matching up line item code with receipts for accounts payable.
- Receives, sorts, and distributes incoming mail, processes outgoing mail.
- Prepares routine correspondence, newsletters and other documents as assigned.
- Serves as back up to Director of Public Works for payroll, accident and insurance claim reporting, procurement, etc. in their absence.
- Maintains and tracks vital records relating to cemeteries.
- Coordinates cemetery lot sales and burial scheduling.
- Tracks and maintains budgetary spreadsheets.
- Receive and assist individuals arriving to conduct business with the Town. Distribute forms and information as appropriate to the inquiry.
- Receive and process driveway permits, resident use permits, cemetery arrangements and citizen complaints.
- Primary responsibility for maintenance of payroll, pay records, cemetery lot records, transfer station revenues.
- Answer and direct telephone calls and take accurate and timely messages.
- Make appointments, arrange meetings and maintain schedules.
- Distribute, copy and/or prepare correspondence, postings, and other documents as necessary and as directed in a timely and accurate manner.
- Conduct research and collect data as directed.
- Maintain and update department web page and databases.
- Other duties as assigned as they may arise to assist the Director of Public Works and or Town Administrator.
- Assist other Town personnel as personal workload allows and priorities dictate.

**PHYSICAL REQUIREMENTS:** The position requires a person to lift and carry objects up to 25 pounds; full range of movement for reaching; dexterity associated with typing, computer use, and other common office equipment in a standard office environment. Cognitive and sensory ability to communicate effectively with the general public.

**EXPERIENCE & TRAINING:** A person in this position will possess the following:

- Minimum of a High School diploma/G.E.D. An Associate's Degree is preferred but not required.
- Three years of formal experience in general office and administrative functions. Previous experience in a municipal public works department preferred.
- Operational knowledge of computers in a Windows environment with a proficiency in the latest version of Microsoft Office or similar word processing/spreadsheet applications. Keyboarding/typing at a minimum of 60 wpm.

**WAGE RANGE:** \$21.00 to \$23.00/hour.