

Position Purpose: Provides administrative and secretarial support to the Sewer Commission's operations office. Work is guided by Municipal, State and Federal guidelines along with rules and regulations that govern the Sewer Commission (refer to RSA 149-I).

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.)

- Posts meeting agenda, schedules appointments and provides background information that may be necessary to prepare Commissioners for monthly meeting
- Attends all Sewer Commission meetings, records and transcribes minutes
- Attends meetings with other boards as required from time to time
- Updates Sewer Commission's web page on town's website
- Prepares correspondence and maintains all Sewer filing systems
- Assists town departments, their staff, vendors, contractors and the public regarding Sewer related issues
- Prepares bid documents for Sewer projects with the Department of Public Works and Sewer Commissioners
- Coordinates the preparation of bond application/documentation requirements for Sewer related projects
- Coordinates the processing and renewal of state grant applications
- Prepares, posts and advertises the solicitation of bid proposals
- Maintains and updates procedure manual
- Prepares annual report of the Commission's activities for the Town Report
- Assists the public with the preparation of permit/license forms
- Oversees the permit/license application process with the Department of Public Works
- Provides counter coverage and assistance in the Land Use Office for scheduled staff absences
- Coordinates projects with Department of Public Works

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in the field of secretarial science and a minimum of five years' experience in the profession or equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities to perform the job

Knowledge, Ability and Skill:

- Proficient in the use of Microsoft Word and Excel
- Ability to communicate effectively in writing and orally
- Ability to operate a computer, printer and use of email, telephone, fax, copier, calculator, typewriter
- Ability to establish and maintain effective working relationships with employees, town officials, government officials and the general public
- Customer service experience
- Successful applicant will receive training in proprietary software as needed

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.

Regularly required to walk, stoop, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, books, and other common office objects. Frequently lifts and/or moves objects weighing up to 30 pounds such as books, equipment, supplies. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks independently, and analyze the facts or circumstances surrounding individual problems

Supervision Received: Works under the general direction of the Town Administrator and Sewer Commission.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
- Employee has frequent contact with the general public, other Town departments and officials, title companies and tax departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to most department-related confidential information such as customer financial information.
- Errors could result in delay or loss of service, and monetary ramifications.

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.