


**JOB DESCRIPTION**

**Administrative Assistant – DPW Utilities**

Date of Last Revision: May, 2025

 <p><b>WESTERLY</b> Rhode Island</p>	<b>DEPARTMENT</b>	Department of Public Works Utilities		
	<b>REPORTS TO</b>	Director Public Works - Utilities		
	<b>FLSA STATUS</b>	Non-Exempt; Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

**POSITION OVERVIEW**

Under the general direction of the Director of Public Works - Utilities, the Administrative Assistant is responsible for providing advanced administrative support services to the Director. Providing support functions in the areas of office management, fiscal or personnel matters for the department and working closely with other support personnel on various projects.

**ESSENTIAL JOB FUNCTIONS**

- Assists the Director of Public Works – Utilities with all office duties and requests as assigned.
- Receives and reviews invoices, purchase order requests and checks available budgets to assign account numbers.
- Maintains all records, invoices and Munis requisition request entries as they pertain to purchase orders and monthly statements.
- Communicates with vendors and contractors for missing invoices as necessary.
- Maintains records used in administrative management, purchasing, contractual services and vendors.
- Receives visitors and telephone calls from the public, ascertains the nature of calls or business of visitors and determines appropriate action, takes messages, makes appointments, resolves complaints or defers to appropriate parties and explains procedures for obtaining Town services.
- Partakes in maintaining record keeping for emails/call for service from Utilities.
- Receives and sorts incoming mail and controls routing of each item for appropriate action.
- Makes copies and works with the Finance department for billing purposes.
- Manages the utility bills incurred by the Department.
- Works directly with the Director of Public Works – Utilities on budget requests and histories to ensure the department is within operating and capital budget limits.
- Assists the Director of Public Works – Utilities in drafting the annual budget, enterprise fund, capital budget and restricted budget requests.
- Performs data entry duties into MUNIS and other databases.
- Submits receipts for the Town fuel management system.
- Assists in filing a variety of annual and monthly reports as assigned by the Director of Public Works – Utilities.
- Schedules for routine maintenance calls, meter reading and any other requests as needed from the department.
- Performs similar or related office work as required, directed or as situation dictates.
- Assists in processing employee payroll by performing data entry and review of time records.
- Other duties and projects as assigned.

**ADDITIONAL JOB FUNCTIONS**

- Attends conferences and seminars, as required.
- Processes information requests for the assigned division.
- Sorts and distributes mail.
- Other duties and projects as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

*For successful performance in this position, the incumbent will need to demonstrate the following:*

**KNOWLEDGE of:**

- Principles and practices of office management techniques.
- Office automation technologies used to increase efficiency in administrative support work.

**SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

**ABILITY to:**

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other applicable software; create and manage complex spreadsheets and data bases.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Work hours beyond the regularly scheduled work day when needed and pre-approved.

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Associate’s Degree in Business Administration, Assessment, Public Administration or related field preferred.
- Minimum of two (2) years of experience in performing high level office administration functions
- Experience in municipal financing and budgeting preferred.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

**LICENSES AND CERTIFICATIONS**

- A valid driver’s license.
- Certification as a Certified Administrative Professional (CAP) is preferred and will be required within two (2) years of employment.

**ENVIRONMENTAL AND PHYSICAL DEMANDS**

**ENVIRONMENTAL DEMANDS *including:***

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

**PHYSICAL DEMANDS *including:***

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

*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.*

**POSITION DESCRIPTION ACKNOWLEDGEMENT**

**POSITION TITLE:** Administrative Assistant – DPW Utilities

**DATE RECEIVED:**

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date