City of Newburyport
Department of Public Services: Business Office
Teamsters Union Local 170
ADMINISTRATIVE ASSISTANT II – WATER/SEWER DIVISION

Job Posting

Position: ADMINISTRATIVE ASSISTANT II – WATER/SEWER DIVISION

Duties: The purpose of this position is to provide clerical and administrative assistance to the Department of Public Service Director and Deputy Director, Business Manager, Water/Sewer Commission and division staff. The work involves attention to details to maintain accurate records; answering customer inquiries and managing the office. The work involves coordinating requests for service about various Water/Sewer Services and handling customer inquiries. The Administrative Assistant is required to exercise good judgment in administering the office to relieve the Director of administrative details. An Administrative Assistant II in the Water/Sewer Division is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Please review job description for more information on detailed requirements and essential functions.

Required Qualifications:

- Minimum of an Associate's Degree
- 4+ years of increasingly responsible work experience in a similar administrative assistant position preferably in municipal government or utility services; or any equivalent combination of education, experience and training.

Hours and Salary:

- 35 Hour Week (Monday - Wednesday -- 8AM to 4PM, Thursday 8AM to 8PM, Friday 8AM – 12PM), plus required overtime. When office moves in Fall 2016, hours will likely change to Monday – Friday 8AM to 4PM.
- Teamsters Union, Grade J, salary range starts at $42,643.39.

Any interested party should send cover letter and resume to Tracy Maynard, Human Resources Director, tmaynard@cityofnewburyport.com, 60 Pleasant Street, Newburyport, MA 01950.