



City of Newburyport
Department of Public Services
Teamsters Union Local 170 - Professional/Administrative/Technical
Administrative Assistant II – Water/Sewer Division

Position Purpose:

The City of Newburyport (approximately 17,500 residents) is seeking an Administrative Assistant II for its Department of Public Services (DPS) Water/Sewer Division to provide clerical and administrative assistance to the DPS Director, Deputy Director, Business Manager, Water/Sewer Commission and division staff.

Key Functions:

Provides basic and technical information and assists the public in understanding regulations, policies and services of the water/sewer divisions. Assists with processing permits and collects and records related fees for new connections to water/sewer system. Prepares and submits fees, maintains records of permits and prepares appropriate reports. Schedules appointments; downloads data for meter reader; screens calls, complaints and correspondence for appropriate action and composes routine correspondences for signature.

Maintains records, classifies, compiles, posts and updates important department information, files and bills; assists in the preparation of agendas, meeting and hearing postings, legal ads, etc.; assists with preparing water/sewer bills for customers and revises according to regulations as needed. Manages and tracks accounts payable and receivable using budget and accounting methods. Performs special assignments as requested.

Required Qualifications:

Requires an Associate's Degree with 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. Thorough knowledge of office procedures, practices and terminology; use of office automation, applications and equipment, business math and familiarity with pertinent state and local laws relating to department operations preferred. General knowledge of MUNIS billing and financial system and MS Office Suite. Excellent verbal and written communication skills and sensitivity to public communications.

This is a full-time, 35 hour per week position, Monday – Friday 8:00am-4:00pm. This position is in the Teamsters Local 170 Professional/Administrative/Technical Union – Grade J with a salary range of \$45,253.51 - \$49,963.53 depending on experience.

Refer to the Job Description for a full list of key functions, qualifications and requirements.

Securing this position is dependent on the results of a CORI check.

Interested parties should send cover letter and resume by mail to Human Resources Director, City Hall, 60 Pleasant Street, PO Box 550, Newburyport, MA. 01950 or email to: employment@cityofnewburyport.com