

**TOWN OF MONTAGUE
JOB DESCRIPTION**

POSITION TITLE: Office Manager	DATE: January 2013
DEPARTMENT: Department of Public Works	GRADE:
REPORTS TO: DPW Superintendent	FLSA: Non-Exempt

Statement of Duties

Position provides administrative and dispatching functions for the Public Works Department. Responsibilities include providing customer service; prioritizing, scheduling, and assigning work to Public Works Department employees; assisting in the administration of department budgets and policies; administering department payroll, accounts payable and accounts receivable; assisting in administering contracts and procurement procedures; overseeing curbside recycling and rubbish removal program; and preparing reports and maintaining records for the department.

Supervision/Guidance Received

Employee plans, prioritizes, and performs work in accordance with standard practices and previous training. Employee is expected to solve problems by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the result are not usually reviewed in detail.

Job Environment

Position responsibilities require the use of judgment and ingenuity to perform the required administrative and dispatching functions within the limits of guidelines that include departmental rules and regulations, federal and state laws and town by-laws. The position is responsible for planning and prioritizing work and assigning personnel and equipment for application to specific departmental projects and situations. The position requires the use of many different principles, techniques, and practices common to department functions, as well as the application of a variety of administrative principles and practices.

Errors can result in personal injury/loss, delay or loss of service, injury to other employees, damage to buildings or equipment, legal repercussions and monetary loss.

The position has constant contact with the public to respond to inquiries, requests of complaints, generate work orders, and provide information and assistance. The position has daily contact with other town departments and employees, government agencies and officials and vendors for the purpose of giving or receiving information, resolving problems or responding to inquiries. Contact usually occurs in person, in writing, via fax, on the phone or via computer.

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Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

Essential Functions

1. Responds to inquiries, requests or complaints from the public; plans, prioritizes, schedules and assigns tasks to be performed by Department staff; responds appropriate to emergencies.
2. Oversees the daily operations of the Public Works Department office, building maintenance, communications, and office automation.
3. Oversees DOT drug testing program for department and other town employees.
4. Oversees department efforts in compliance with Federal Clean Water Act and conservation management practices, including training, enforcement, and compliance monitoring.
5. Responds to personnel issues including conducting investigations of work-related accidents or incidents.
6. Formulates budgets within the department and allocates the budgets throughout the fiscal year. Requests fund transfers when needed and also Chapter 90 funding.
7. Reviews budgets; monitors expenditures; oversees state reimbursements and audits.
8. Identifies grant opportunities, and prepares, monitors and administers grant funds, prepares grant reports.
9. Assists in bid processes and procurement procedures; ensures compliance with applicable state, federal and local laws and regulations.
10. Administers department payroll, accounts receivable, and accounts payable.
11. Assists in the development, administration and implementation of department planning, training, policies and procedures.
12. Oversees curbside rubbish removal and recycling expansion program for two towns.
13. Coordinates and oversees emergency dispatch operations.

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- 14. May act for and in the absence of the Superintendent.
- 15. Performs similar and related duties, as required.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have an Associate's Degree in Business Administration, Public Administration, Construction Management or a related field, and 5 to 7 years of experience in construction of office management; or an equivalent combination of education and experience.

Additional Requirements

A candidate for this position is also required to have a valid driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Materials, methods, and current practices essential to construction management
- Town codes and by-laws, and federal and state laws governing department operations
- Personnel management

Skill in:

- Public relations, presentation and communication skills
- Supervisory skills

And ability to:

- Plan and prioritize department operations
- Communicate directions and orders effectively

Tools and Equipment Used

The employee operates light trucks, automobile, light equipment, hand tools, office machines, and computers.

Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

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Minimal physical effort is required to perform administrative duties. Employee must speak, listen, sit, stand, reach and lift up to 10 lbs regularly to perform this job.

Vision requirements include the ability to read routine documents for analysis and general understanding, read maps and plans, and use a computer.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Administrative work is performed under typical office conditions; occasional field work is performed with some exposure to weather.

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.

Approved:

Frank E. Abbondanzio
Town Administrator

Date _____

Board Chair, if necessary

Date _____

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