

Town of Lincoln Water Department
Administrative Assistant

Part-time 24 hour per week position available with the Town of Lincoln Water Department as the Administrative Assistant. The incumbent works under general direction of the Water Commissioners and the daily supervision of the Water Superintendent, the Administrative Assistant shall be responsible for providing administrative support to ensure efficient operation of the office of the Lincoln Water Department. Responsibilities include processing accounts payable invoices, water meter billing, water meter data base management, use of Microsoft Office, Excel and Word, payroll, general clerical, and project based work.

Supports the Water Superintendent and employees through a variety of tasks related to organization and communication. Schedules appointments, takes minutes at the Water Board meetings once a month. Familiar with water billing processes and Munis. Familiar with a variety of the field's concepts, practices and procedures as it related to water department operations and customer service. Ability to effectively communicate via phone and email ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected. Ability to multi-task and handle changing priorities in a fast paced work environment. Good communication skills required; good interpersonal and organization skills mandatory.

The hourly rate range is \$22.02 - \$27.89, based on experience. The job description and application can be found at www.lincolntown.org/jobs.aspx. Submit cover letter and resume to Mary Day, Assistant Town Administrator, Town Offices, 16 Lincoln Road, Lincoln MA 01773, or jobs@lincolntown.org by November 16, 2018. AA/EOE