

Office Manager (Admin Asst III) Department of Public Works

Town of Medfield

Office Manager (Admin Assistant III): Department of Public Works

The DPW Office Manager (Administrative Assistant III) is responsible for providing administrative support to the Department of Public Works. Work includes responding to inquiries from the public or other departments, in person and on the phone; preparing reports and correspondence; administrative functions related to personnel, purchasing, utility billings; and providing administrative assistance as required for the department. The Office Manager provides immediate functional or technical supervision over clerical staff, provides direction and guidance, assists with the completion of work assignments in accordance with department procedures and/or policies.

Candidate must have high level of interpersonal skills to handle sensitive and confidential situations. Must be proficient in the use of computer programs and applications to include Word, Excel, Access, PowerPoint, email and the internet; and the Towns financial software Munis. Must be able to learn other DPW related software programs such as work management, GIS and utility billing. Advanced Excel skills with emphasis on spreadsheet development required. Bookkeeping, auditing and account reconciliation experience required. Must possess strong organizational skills in a multi-task environment and effective written and oral communication. Must be able to maintain complete and accurate detailed records. Strong supervisory and mentoring skills required. Experience resolving customer conflicts and difficult situations, and overall strong customer service skills a must.

A candidate for this position should have an Associate's Degree in Business Administration or closely related field, and three (3) to five (5) years of increasingly responsible experience in a management capacity, including experience in customer service, budget oversight and staff supervision, preferably in a municipal environment, or any experience combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A valid vehicle operator's license must be obtained and maintained as a condition of employment.

Salary Range: Grade 60: \$25.59/hr - \$32.06/hr

Work Schedule: 37.5 hours per week. Non-Union, Benefit Eligible.

Please send resume, cover letter, and completed [application](#) to Kathy

VandenBoom. Kvandenboom@email.medfield.net. Applications accepted until May 27, 2022.