



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP # 17-017
August 18, 2016**

**NOTICE OF VACANCY
August 18, 2016**

POSITION: Administrative Assistant

DEPARTMENT: Facilities – Finance Division – Purchasing/CFO

SALARY: M1 \$17.36 - \$18.78 Hourly

HOURS: 18 Hours per Week (6 hours on Mon, Wed, Fri)

Statement of Duties: Employee is responsible for the provision of a range of administrative and secretarial functions in support of the Facilities Department, Finance Division, Purchasing and CFO's office. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the management of these departments, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee is not required to regularly supervise other town employees.

Confidentiality: In accordance with the State public records law, employee has access to confidential information of the department such as personnel and department records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, legal repercussions, monetary loss, and adverse public relations.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and vendors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for injury to the employee. Risk exposure is similar to that found in an office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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 the position.

1. Compiles bid documents, obtain prevailing wage rates, advertises bids and maintains plan holders lists. Manages insurance and bond documents. Prepares and posts bid information in the Central Register and Goods and Services Bulletins, as well as newspaper advertisements. Attend bid openings as required.
2. Maintains spreadsheets, calendar updates and scans documents for electronic files.
3. Manages departmental payroll and attendance records; processes invoices; enters data in the Town's integrated financial management system; manages vendor files.
4. Performs a range of administrative and secretarial functions including but not limited to greeting and directing visitors, answering phone calls and taking messages, processing incoming department mail, orders supplies, maintaining department record files and generating correspondence.
5. Responsible for scheduling appointments for department staff.
6. Serves as cashier, tracks commuter parking permits, event rentals and other departmental revenue expenses. Inputs revenue into department's database software and turns over all fees to the Town's Treasurer's Office.
7. Receive and process applications for building rentals. Serves as liaison between applicants and Town Departments.
8. Processes bills for payment, monitors expenses and creates purchase orders through the Town's AP software system.
9. Prepares mailings to be sent out from both Purchasing and Facilities Management Department (i.e. certified letters, etc.).

Recommended Minimum Qualifications:

Education and Experience: Must have an Associate's Degree, and three to five (3-5) years of office experience; or an equivalent combination of education and experience.

Special Requirements: None Required

Knowledge, Abilities and Skill

Knowledge: Knowledge of department office procedures, computer programs and equipment, accounting, payroll, purchasing, and federal, state laws and local ordinances pertaining to operations. Knowledge of technology including but not limited to office software (word processing and spread sheet applications) and use of the Internet and email system in support of department operations.

Abilities: Plan and prioritize work, and perform multiple tasks, maintain highly sensitive and confidential information, work independently, and be self motivated. Ability to deal effectively with disgruntled members of the public and staff. Ability to follow written and oral instructions in a detailed manner.

Skills: Proficient customer service and organizational skills; proficient written and oral communication skills. Proficient data processing and keyboarding skills.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

Motor Skills: Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling or lifting office equipment, and sorting of papers.

Visual Skills: Position requires the employee to constantly read documents and reports for understanding and routinely for analytical purposes.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.