



TOWN OF NORTHFIELD
www.northfieldma.gov
69 MAIN STREET
NORTHFIELD, MASSACHUSETTS 01360-1017

BRIAN S. NOBLE
Town Administrator
admin@townnfld.com
413.498.2901 x15

January 4, 2016

Town of Northfield
Part-Time Highway Department Secretary

The Northfield Highway Department is seeking a part-time secretary, 10 hrs./wk. to provide administrative assistance to the Highway Superintendent. A high school diploma or equivalent, municipal experience also helpful. Visit www.northfieldma.gov under "Current Openings" or pick up a job description at Town Hall. Application should be submitted to Town Hall, 69 Main St., Northfield, MA 01360 or to townsec@townnfld.com. Position open until filled. EOE.

**Town of Northfield, Massachusetts
Job Description**

Position Title:	Secretary - Highway	Grade Level:	5
Department	Highway	Date:	Oct. 6, 2015
Reports to:	Highway Superintendent	FLSA Status	Non-Exempt

Statement of Duties: The Secretary is responsible for the provision of administrative and clerical services in support of Highway department operations. The employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Highway Superintendent, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides instruction for new or unusual assignments. Unusual situations are referred to the supervisor for advice and further instructions. Supervisor reviews work to remain aware of progress, work methods, and technical accuracy. .

Supervisory Responsibility: The employee as a regular part of the job is not required to supervise any Town employees,

Confidentiality: The employee has access to confidential information such as department and/or employee records that is obtained during performance of regular position responsibilities.

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

Judgment: Numerous standardized practices, procedures or general instructions govern the work performed and in some case may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice or 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: The work environment involves everyday discomforts typical of a municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

Nature and Purpose of Public Contact: Relationships 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

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recipients. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure is similar to that found in a municipal 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.

Prepares Chapter 90 paperwork, general correspondence, memoranda, and other documents requested by the Superintendent of Streets. Updates computer files, files records, and updates the Superintendent of Street's homepage on the Town's website.

Assists the Superintendent of Streets with errands and in responding to telephone, mail and email requests; maintains inventory and orders office supplies.

Recommended Minimum Qualifications:

Education and Experience: High School diploma or equivalent; one to three (1-3) years related work experience in an office environment; or any equivalent combination of education, training and experience.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Working knowledge of office policies, practices and operating procedures of the department and office operations; laws and regulations pertinent to position functions. Knowledge of office software (word processing and spread sheet applications) and the Internet in support of department operations. Knowledge of department operations and services. Knowledge of the State Procurement Law.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information. Ability to organize time and work independently. Ability to organize and maintain accurate and detailed records. Ability to communicate clearly, both orally and in writing.

Skills: Proficient skill in the operation of a personal computer and office equipment and the application of office software including word processing, spread sheet, and data base management applications; proficient business mathematical skills, recordkeeping, keyboarding and customer service skills; proficient written and oral communication

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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 Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting and walking to perform work tasks, with intermittent periods of stooping, and standing. The employee is occasionally required to lift objects such as books, office equipment and related office supplies.

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding, word processing, filing, and sorting of papers.

Visual Demands: Position requires the employee to routinely read documents and reports for understanding. The employee is rarely required to determine color differences.

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.