

Lower Bartlett Water Precinct

Job title	<i>Executive Administrative Assistant</i>
Reports to	<i>Superintendent/Commissioners</i>

Job purpose

- The Executive Administrative Assistant under general supervision independently performs a full range of secretarial, advanced clerical, administrative, human resources and general support to staff, Commissioners, and Superintendent in a timely, efficient and professional manner.

Functions:

Receptionist

- Greet visitors/vendors and direct them appropriately.
- Provide prompt customer service in a courteous and helpful manner.
- Manages customer problems involving water pressure, flow, metering, billing, and quality. Brings problems to the attention of the Superintendent or Commissioners.
- Answer, screen and route incoming calls through the phone system.
- Receive, sort, and distribute mail and special deliveries.

Support for Staff

- Provide administrative assistance to the Superintendent.
- Provide general administrative support for Superintendent, Commissioners and staff members with regularly scheduled and occasional projects, screening telephone calls and visitors, takes messages and maintains meetings/appointments within the Outlook calendar.
- Assist with board meeting documents prior to and after the monthly board meetings.
 - Prepare meeting room, agendas, financial packets, notices.
 - Takes, prepares, distributes, and maintains meeting minutes.

General Office Duties

- Works independently on assignments or special projects, which may include coordinating ZBA meetings, distributing information and organizing Precinct events.
- Establishes and maintains personnel records; maintains personnel policies manual, explains and assists new employees in benefit coverage enrollment and form completion, administers employee benefits program.
- Review employee worksheets and Prepare payroll for processing.
- Compiles information and materials for the Superintendent, Board of Commissioners and staff; prepares reports, summaries, correspondence and memoranda; maintains and updates executive and administrative services website information items, calendar of activities, meetings, and various events.
- Responds to public information requests and inquiries and requests for information regarding Board meetings, Commissioners and Precinct activities.
- Serves as custodian of the Precincts official records; maintains policies and procedures manual, bonded contractor list, and maintains document archives.

- Perform administrative duties such as filing, typing, copying, scanning, etc.; attention to detail is extremely important.
- Utilizes various computer applications and software.
- Performs a variety of general bookkeeping and clerical accounting duties, financial record keeping and reporting.
 - Receives payments, create work orders/Invoices, files, verifies balances, and adjusts accounting records if necessary.
- Collect, prepare and send outgoing mail.
 - Prepare and mail certified letters.
- Completes required annual forms, DRA MS, Census, Primex etc.
- Management of Human Resources.
- Follows through on assignments/ projects/ tasks.
- Participates in the annual budget development process by gathering data, compiling information, monitoring expenditures.
- Ensure operation of equipment by completing preventative maintenance requirements and calling for repairs.
- Maintain supply inventory by checking stock to determine inventory level, anticipate supply needs, place and receive supply orders.
- Maintain an orderly appearance in all areas of the building.
- Exhibit polite and professional communication.
- Perform additional clerical duties as needed or requested.

Minimum Qualifications

- High School Diploma or Equivalent, Valid Driver's License, Minimum of 5 years office-related experience.

Knowledge of

- Professional standards for business correspondence writing, grammar, spelling and punctuation
- Principles and practices of record keeping, records retention, records management, and file maintenance
- Principles, practices and procedures of business administration and human resources.
- Principles and practices of budget preparation, Municipal budgetary policies, requirements and procedures.
- Computer and applicable software applications; working knowledge of QuickBooks and Microsoft Office applications (Word, Excel).
- Customer service standards, protocols, and techniques
- Current office methods, procedures, and practices.

Skill in

- Using computer and applicable software applications
- Creating and maintaining multiple computer databases
- Paying attention to detail and accuracy
- Creating and maintaining records and file systems
- Establishing and maintaining effective interpersonal relationships at all organizational levels with customers and with the public

- Analyzing problems and identifying solutions
- Dealing tactfully and courteously with the general public and others seeking information about Precincts functions and activities.

Ability to

- Ability to read with understanding and communicate clearly and precisely, both orally and in writing to Superintendent, subordinates and customers.
- Ability to maintain effective working relationships with the public.
- Ability to analyze information and problem solve.
- Must be able to plan, organize and complete work activities by their deadlines; organize and prioritize work assignments.
- Work independently on multiple tasks.
- Must be a Team Player

Working conditions

Duties are performed primarily in an office environment with sitting for long periods of time, utilizing standard office equipment and computer. The noise level in the work environment is usually moderately quiet. May be required to deal with upset customers.

Physical requirements

Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Normal vision range and hearing range with or without correction.

Inquiry information

WEBSITE	WWW.LBWP.NH.ORG
PLEASE RESPOND TO	FINANCIAL.LBWP@HOTMAIL.COM
ANTICIPATED HIRE DATE	IMMEDIATE

Approved by:	
Date approved:	
Reviewed:	