

CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

DIVISION OF PERSONNEL

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE	SALARY RANGE
1	Public Works	Public Works	Supervisor of Public Works Office	R-35	\$791.08-\$855.01

Minimum Requirements:

- Associates degree in or related experience in Communications, Economics, Management, or other field- Bachelor's Degree preferred (Copy of diploma is required upon application). Considerable experience in general office and clerical work of a supervisory nature. Must be computer literate and proficient in Word, Excel, PowerPoint, MS Project, or computer programs with similar functions to those listed.
- Must be able to pass a type test with a minimum of 45 words per minute.
- Valid Driver's License

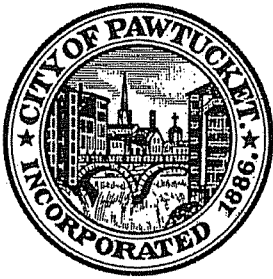
Job Specifications are posted in the Personnel Division for your review.

Candidates must meet minimum qualifications as stated in job description

Internal Applicants: Application Period: June 26, 2018-July 6, 2018

External Applicants: June 26, 2018- Until filled

The City of Pawtucket is an Equal Opportunity and Affirmative Action Employer and fully complies with the American with Disabilities Act.



CITY OF PAWTUCKET

Job Description

Job Title: SUPERVISOR OF PUBLIC WORKS OFFICE
Department: PUBLIC WORKS
Reports To: DIRECTOR OF PUBLIC WORKS
Pay Grade: R 35
Prepared By: LH
Prepared Date: June 21, 2018
Approved By: JLH

SUMMARY

Supervises and performs clerical and technical work of a highly specialized nature requiring a thorough knowledge of office procedures and practices. Examines, tracks, and monitors Departmental expenditures and budgetary processes. Provides training to staff in data entry, customer service, safety, and professional development. Ability to work independently with a high level of professionalism and confidentiality is crucial to this role. Expert level written and verbal communication skills, strong decision making ability, customer service skills, and attention to detail are equally important.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are essential duties and responsibilities. Other duties may be assigned.

- Supervises clerks in payroll procedures, requisitions and invoice processing, filing, etc.
- Supervises public works clerical staff, including but not limited to, imposition of discipline as required by the Director of Public Works
- Prepares invoices, payment receipts, reports, memos, briefs, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation computer software for Divisions within Public Works
- Prepares responses to correspondence
- Verifies daily monetary transactions within Public Works and submits deposits as required by the Director of Public Works.
- Monitors Department budgets
- Reads and analyzes incoming memos, submissions, and reports to determine their significance and distribute to the appropriate Division
- Oversees office payroll
- Acts as a secretary to the Director of Public Works
- Maintains various digital and hard copies of record documents
- Receives, tracks and monitors complaints and responds to constituents when completed
- Processes permitting
- Compiles meeting notes
- Maintains Public Works calendar and communicates with Public Works staff
- Processes data by completing charts, graphs, and presentations as required
- Performs other duties as required and/or assigned by the Director of Public Works.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be capable of typing 45 words per minute (minimum). A typing test will be administered.

EDUCATION and/or EXPERIENCE

Associates degree, or related experience, in Communications, Economics, Management, or other field – Bachelor's Degree preferred; Considerable experience in general office and clerical work of a supervisory nature. Must be computer literate in Word, Excel, PowerPoint, MS Projects, or computer programs with similar functions to those listed.

CUSTOMER AND PERSONAL SERVICE SKILLS

Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to direct inquiries to the appropriate Division within Public Works.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to speak/communicate in multiple languages preferred.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Drivers' License

PHYSICAL DEMANDS

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 essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.