

TOWN OF SHIRLEY

Job Description

Sewer Commission Administrative Assistant

Acting as the Sewer Commissions immediate resource, and contact with the public, the Sewer Commission Administrative Assistant must work independently with minimum supervision, and provide guidance and information for any citizen, developer, contractor, attorney, or other Town Official or Department member. It is beneficial for the Assistant to be acquainted with other Town departments and their work in order to direct inquiries, which may be better answered by another source. The Assistant needs to be able to provide support to the Board in all its functions, including, but not limited to the following:

Assist Commissioners in the duties of the office including administrative, clerical and bookkeeping. Also assist in the execution of the Commissions duties; insure that appropriate procedures are followed and deadlines are met; make necessary statutory filings; assist Commission in establishing priorities and advise the Commission on specific decisions and policies.

Discuss, inform and assist citizens with any questions or concerns they may have regarding any and all aspects of the sewer service system and the service area. Must be knowledgeable of Town By-laws, Zoning By-laws and Sewer Regulations. Provide assistance to the Board with Town and Commonwealth regulations and laws.

Prepare agendas, time frames, and Board Calendar (if needed), including associated postings.

Prepare public hearing notices and maintain schedules to insure timely compliance.

Manage Sewer Office, maintain file systems, including computer and hard copy, which are available for public access.

Prepares and sends out quarterly billing to users and reports billing totals and user fees collected during each quarter to sewer commissioners.

Maintains list of sewer user fee delinquencies and reports delinquencies to Commissioners. Reports on notices sent to delinquent users and responses.

Assist Commissioners in the development and maintenance of the annual operating budget for the Sewer Commission by checking all invoices and coding them with the proper accountant number and balancing all payables with the Accountant's Office.

Maintain and balancing all receipts coming into the office and keep a record of all receipts pertaining to the user fees and the betterments, by balancing monthly with the Tax Collector, Treasurer and Town Accountant.

Interface with Water District on a quarterly basis to receive usage numbers, receive usage rate from Devens and determine quarterly user fee's and bill sewer users on a quarterly basis. Also, handle late payment and/or non-payment situations with shut off notices and filing tax liens on properties.

Attend monthly Sewer Commission meeting and maintain all minutes pertaining to the meetings.

Draft Board communications and responses, including decisions and filings and write Board's Annual Report.

Review, select, and disseminate materials for Board's information and education.

Assure plans, notices, materials, etc., get to Board Members in time for adequate review.

Interface closely with contract Company for the Operations and Maintenance of the Sewer System by delivering any information pertaining to the daily operation of the system, the Industrial Pretreatment Program and any emergency that may arise.

Retrieve mail, secure supplies, perform errands, photocopy materials and maintain orderly and systematic office. Log, review and distribute mail according to subject and timeliness.

Performs other similar or related tasks as required or as situation dictates.