

TOWN OF TRUMBULL
ADMINISTRATIVE ASSISTANT
HIGHWAY & PARKS DEPTS.

GENERAL STATEMENT OF DUTIES:

1. Responsible for responding to a multitude of phone calls with a wide variety of inquiries, including referral of more complex issues to the proper authority, in conjunction with the completion of various other job requirements.
2. Assists the needs of residents/vendors and companies that frequent the Highway Department by phone or in person.
3. Maintains radio contact with field personnel.
4. Responsible for the handling of cash/checks and proper recording of sales of recycling center tickets and recycling bins to residents.
5. Enter service requests from residents and supervisors into Q-Alert Database, as well as assisting residents and staff with inquiries and updates regarding requests.
6. Manage all aspects of annual trash hauler permit renewals.
7. Manage all office related aspects of the Town seasonal bulk pick-up program.
8. Maintain spreadsheet records for the Comptroller for departmental activity including, but not limited to, recycling bin inventory, leaf collection, recycling center activity and bulky waste collection.
9. Track labor hours for the Highway & Parks Depts. for the Director of PW
10. Keep employee information files updated, including but not limited to, contact information and CDL licensing updates.
11. Responsible for Fleet Maintenance and GIS systems, and run reports for the DPW, as back-up to Office Manager.
12. Act as back-up for payroll and invoice processing for the Office Manager.
13. Various basic office duties, including filing, timecard labeling, ordering of office supplies, etc.
14. May act as administrative liaison with internal and external sources.
15. Maintains confidentiality required by office.
16. Covers the office during the absence of Office Manager.
17. Related work as assigned.

SUPERVISION RECEIVED:

Works under direction of Office Manager and/or authorized supervisor.

SUPERVISION EXERCISED:

None

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILL AND ABILITY:

1. Knowledge of office procedures and principles of office management and/or record keeping.
2. Emphasis on solid accounting skills.
3. Strong computer skills with an emphasis on Word, Excel & Outlook.
4. Ability to learn Fleet Maintenance, GIS System & Q-Alert Database.
5. Must be well-organized, able to multi-task with minimal supervision.
6. Excellent customer service skills
7. Ability to respond courteously to the public
8. Ability to follow oral and written instructions
9. Ability to learn appropriate State and Town laws
10. Clear and concise written and oral expression

11. Accuracy and attention to details
12. Ability to work independently

EXPERIENCE AND TRAINING:

High school graduate or equivalent and minimum of 4 years of municipal and/or administrative office work experience in a fast-paced environment.