

**TOWN OF HUNTINGTON
SELECTBOARD OFFICE**

P.O. Box 430
24 Russell Road
Huntington, MA 01050
Telephone: (413) 512-5200 Fax: (413) 667-3513
admin@huntingtonma.us
Edward Renauld Roger Booth, Jr. William Hathaway III
Jennifer Peloquin, Town Administrator

Job Posting

Highway Administrative Assistant

DUTIES:

- Perform a full range of secretarial duties under the supervision of the Highway Superintendent including opening mail; collecting and submitting bi-weekly payroll to Treasurer; accounts payable (code and enter bills into Softright after authorized by Superintendent); type correspondence; maintain records, files and logs for the department.
- Receive telephone calls, email, and visitors to the Highway Department; answer inquiries based on knowledge of the department.
- Gather essential paperwork and signatures for submitting Chapter 90 project and reimbursement forms to MassDOT. Track Chapter 90 balance. Assist with other grants as needed.
- When State of Emergency is declared after severe storms, submit forms online and collect required supplemental documents for FEMA/MEMA reimbursement.
- Post and advertise street sweeping in spring and parking ban in fall.
- Advertise Public Shade Tree Hearings.
- Assist Superintendent in preparation of annual budget and capital improvements, track expenditures and prepare reports as required.
- Prepare weekly summary of Highway Department activities - road work, etc. submitted by Superintendent to Selectboard.
- Assure proper maintenance of office machines.
- Order supplies, parts, street signs, etc. as needed.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent GED.
- Thorough knowledge of modern office equipment, computers and Microsoft Word, Excel, and Outlook software applications.
- Attention to detail
- Ability to establish effective working relationships with other employees and the public.

COMPENSATION:

- Hourly rate to be determined based on experience.
- 16 hours per week. Hours are flexible, but must be worked in person during the regular highway department hours of Monday through Friday, 7:00 a.m. to 3:00 p.m. to assist the Highway Superintendent.
- No benefits.

TO APPLY:

- Send a letter of interest, resume, and application to: admin@huntingtonma.us or Town of Huntington Selectboard, PO Box 430, Huntington, MA 01050

DEADLINE TO APPLY:

- Position open until filled

Town of Huntington is an Equal Opportunity Employer

Posted 3/8/2024