POSITION AVAILABLE
Public Works Assistant to Department Head
Public Works Department
Town of Colchester

The Town of Colchester is seeking a full-time Assistant to the Department Head for the Public Works Department. The purpose of this position is to assist the Director of Public Works and other Public Works Supervisors in the administration of the Department by performing administrative responsibilities, including: meeting routine information requests from the public regarding both Public Works and Sewer/Water issues, collecting information from the public and other government agencies to accurately direct their inquiries, maintaining billing and payment records Via computerized systems for the Sewer and Water Commission, Grounds Maintenance, and Highway Divisions. Process invoices and purchase orders for highway (including snow budget), Fleet Maintenance, Grounds Maintenance, Transfer Station, and Facilities Divisions of the Department. Responsible for performing a variety of secretarial administrative and clerical duties and assisting the Director to discharge the duties of the position and all other related work are required. Solid emphasis on public relations and customer service.

The selected individual must possess a valid Connecticut Driver's license, and a High School diploma. Two years of experience in general clerical work with municipal experience preferred, or an equivalent combination of education and experience. Computer experience and telephone skills are essential, with experience in the record management and general accounting preferred.

Qualified individuals shall submit a Town of Colchester Employment Application form with a cover letter and resume. Please send documents to the First Selectman's Office at 127 Norwich Avenue, Colchester, CT 06415 or HR@colchesterct.gov. The Employment Application form is available via the Town's webpage at https://www.colchesterct.gov/. Position open until filled.

Salary: $28.28 per hour per Bargaining Unit Contract.

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