

Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

November 16, 2018

TO: All Interested Parties

FROM: Daria Trumpet, Human Resources *DWT*

SUBJECT: Available Position –Administrative Assistant/Analyst in DPW

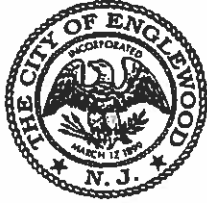
There is a position for an Administrative Assistant/Analyst available in the Department of Public Works.

Salary Range is \$45,000.00 - \$55,000.00 per year depending upon qualifications. This is a full time, permanent position with benefits.

Anyone who is interested in applying for this position should contact this office in writing.

A complete job description is hereto attached.

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DEPARTMENT OF PUBLIC WORKS ADMINISTRATIVE ASSISTANT/ANALYST

DEFINITION

Under the direction of the Director of Public Works performs bookkeeping, administrative and clerical work requiring independent judgment and high degree of interaction with people.

EXAMPLES OF WORK

- . Responsible accounts and purchasing, requisitions, invoices, purchase orders and petty cash accounts.
- . Must maintain financial, personnel and operating statistical records and reports.
- . Acts as liaison between DPW and vendors, suppliers and the city's purchasing department.
- . Acts as liaison for specific complaints referred by the City Manager's Office and the public, and must follow up with the Director of Public Works.
- . Responsible for preparation of requisitions and purchase orders.
- . Must type reports, bills, correspondence, etc.
- . Performs other job related duties as assigned.

QUALIFICATIONS

Education, Experience and Licenses

- . Must possess an A.A. or B.S./B.A. degree in Public Administration or Business or related field. Minimum three (3) years' experience in bookkeeping, business office management. Experience may be substituted for degree.

ADMINISTRATIVE ASSISTANT/ANALYST
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Knowledge, Skills and Abilities

- . Thorough knowledge of bookkeeping, secretarial practices and procedures including typing, filing and organizing work schedules.
- . Proven ability to interface on a daily basis with the general public, staff and other city personnel.
- . Good knowledge of purchasing principles and practices.