



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### INTERNAL/EXTERNAL JOB POSTING

#### NOTICE

The City of Pawtucket is posting the following Unclassified Non-Union vacancy:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Water	Administration	Executive Assistant	\$41,500.00-\$48,500.00

Schedule: 7:30 A.M. – 4:00 p.m.- 40 hours/week. Periodic work beyond normal working hours including attendance as representative secretary to the Board at routine and special PWSB Board meetings.

This is a confidential position reporting to the Chief Engineer. The position involves semi-professional level work with a wide variety of administrative, operational, technical and secretarial duties involved in the coordination of the PWSB human resource program, safety program and social media program. The person in this position acts as the liaison between City Personnel and PWSB administration and employees; works with department managers, employees, and customers as needed; tracks information and record maintenance programs; performs clerical and stenographic work of a responsible, sensitive and confidential nature for the Chief Engineer and the Pawtucket Water Supply Board. Position also serves as the main point of contact with the PWSB workers compensation insurer and property and liability insurer.

**To apply for this position:**

Please complete a City of Pawtucket Employment Application, which can be found on our website at [www.pawtucketri.com](http://www.pawtucketri.com) under job opportunities. Please provide a copy of your Associates Degree diploma and list five years of related experience. Please send your entire packet via email to [claird@pawtucketri.com](mailto:claird@pawtucketri.com).

Please review the attached job description before applying for this position.

Application Period: May 16, 2017 - until filled

*The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.*

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## CITY OF PAWTUCKET

### Job Description

**Job Title:** Executive Assistant  
**Department:** Water Supply Board  
**Reports To:** Chief Engineer  
**Grade Level:** Unclassified Non-Union \$41,500 - \$48,500  
**Prepared By:** James DeCelles - Chief Engineer  
**Prepared Date:** April 25, 2017

#### **SUMMARY**

This is a confidential position reporting to the Chief Engineer. The position involves semi-professional level work with a wide variety of administrative, operational, technical and secretarial duties involved in the coordination of the PWSB human resource program, safety program, and social media program. The person in this position acts as the liaison between City Personnel and PWSB administration and employees; works with department managers, employees, and customers as needed; tracks information and record maintenance programs; performs clerical and stenographic work of a responsible, sensitive and confidential nature for the Chief Engineer and the Pawtucket Water Supply Board. Position also serves as the main point of contact with the PWSB workers compensation insurer and property and liability insurer.

Performs work in a 40-hour week position between 7:30 AM – 4:00 PM. Periodic work beyond normal working hours including attendance as representative secretary to the Board at routine and special PWSB Board meetings.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned:

- Works with the City of Pawtucket Personnel Department as liaison to the Chief Engineer and PWSB employees regarding applicable contracts, City of Pawtucket policies, PWSB policies, applicable rules, regulation and directives.
- Supervises and prepares personnel transactions. Prepares various personnel reports and related correspondence.
- Assists department managers with staff development and training programs; identifies staff development and training needs through discussions with supervisors and others; plans, schedules, and coordinates training programs as needed. Tracks operator license training requirements.
- Administer the PWSB social media program and assist Department Managers with the development and broadcast of important public notices. Compile data across several social media platforms and create reports. Manage social communities by writing or posting content and responding to or interacting with customers / public.
- Assists Department Managers with tracking of absenteeism, leave of absence requests, vacation and personal time requests.

- Works with the City of Pawtucket personnel department and PWSB insurance companies to coordinate employee benefits relating to claims and insurance.
- Participates and coordinates catering/meal services and other preparation for training, meetings and workshops, as required.
- Responds to requests for information and complaints, refers matters to appropriate staff and/or takes or recommends action to resolve the request or complaint.
- Prepare PWSB job announcements and places recruitment ads; administers the appropriate records for recruitments and coordinates with City Personnel office.
- Establish and maintain a variety of files and records in hard or electronic file systems for retrieval by staff. Coordinate records management, lifecycle processes in accordance with records retention regulations including creation, maintenance, destruction and related record keeping.
- Coordinates ordering and distribution of PWSB clothing allowance items on periodic basis in accordance with Union Contracts.
- Assists Supervisors in the investigation of on-the-job injuries by means of interviews and reports.
- Completes required claim reporting forms and keeps in contact with the City of Pawtucket Personnel Dept. and the PWSB insurance companies to track status of injury claims.
- Tracks types of injuries and arranges for accident prevention training.
- Initiates and assists in the selection of the PWSB safety committee and the development of committee procedures.
- Reviews and orders safety training materials.
- Works with Administration and Engineering to investigate and track claims against the PWSB.
- Reviews and maintains contractor insurance records for compliance to PWSB requirements.
- Tracks information and maintains records as needed. Works with department managers to insure compliance to required record retention and management programs.
- Schedules, prepares agenda and meeting materials types, mails and posts legal notice of Board Meetings; records, prepares and distributes Board Meeting minutes; maintains Board records.
- Answers phones, composes and responds to electronic mail and performs clerical work for PWSB Administration as required.
- Establishes and maintains highly effective working relationships with Board members, PWSB staff, elected officials and other City employees, business and community organizations, interest groups, media outlets, customers and others encountered in the normal course of workday.
- Interacts with customers in person, over the phone or electronic email, provide, and handle issues that may require sensitivity and use of sound independent judgement. Have a clear understanding of the PWSB's position on a number of issues and be able to communicate this position to the public and/or direct public to appropriate PWSB Department.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to exercise good judgement and maintain

confidentiality regarding critical and sensitive information with regard to personnel, records, reports, etc.

#### **EDUCATION and/or EXPERIENCE**

Associate's degree (A.A.) or equivalent from two-year college or technical school and five years related experience and/or training. Operate a personal computer and Windows based operating system including word processing (Microsoft Office) and other standard office equipment. Knowledge of rules and regulations for the conduct of public meetings.

#### **LANGUAGE SKILLS**

Ability to communicate orally and in writing for the purpose of explaining and supporting personnel requests, recommendations and actions. Ability to read and interpret documents such as safety regulations, insurance policies, contracts. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information in individual or small group situations of customers and employees.

#### **MATHEMATICAL SKILLS**

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to communicate orally and in writing

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license

#### **PHYSICAL DEMANDS**

This position is in an office environment. The job function requires work at a desk; working with a computer, filing, talking and hearing to answer telephones, meet with employees, City personnel, insurance providers, vendors, and customers. Lifting of up to 25 pounds may be required occasionally.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.