



NOTICE OF VACANCY

TITLE: Bilingual Administrative Assistant
DEPARTMENT: Department of Public Services (DPS)
POSITION STATUS: Full time, 35 hours per week non-union position with full benefits
REPORTS TO: DPS Director or designee
SALARY: Up to \$60,000.00 DOQ

JOB SUMMARY

Reporting to the DPS Director, the Administrative Assistant (AA) oversees the office's daily operations. The work involves managing the time commitments of the Director and Deputy Director (DD) and processing documents containing time sensitive information. The AA interacts with City councilors, City departments, City employees, vendors and contractors, and the public, requiring superior interpersonal and communication skills. Under the guidance of the DPS Director or Deputy Director, the AA manages the Department's public relations.

ACCOUNTABILITY OBJECTIVES

The AA performs various accounting, administrative, secretarial, and record keeping tasks to ensure the smooth and efficient operation of the Department. The employee has frequent contact with the public, City departments, vendors, consultants, and government agencies by telephone, email and in writing requiring skill in dealing effectively and tactfully. The incumbent has access to a wide variety of department-level confidential information requiring the application of appropriate judgment, discretion, and professional office protocols; confidential information may include employee discipline matters, legal matters, and policy concerns.

DUTIES AND RESPONSIBILITIES

Manages the day-to-day operations of the Director's office. Schedules meetings, communicates with vendors and contractors, and assists in determining responses to emergency situations.

Establishes and maintains the Director's and DD's files and records in written and/or electronic format and develops new filing systems as required.

Assists the Director and DD with the procurement of goods, services and construction contracts including, but not limited to, the preparation of Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Invitations for Bidders (IFBs), as well as solicitations for quotes.

Produces a variety of routine Departmental correspondence (e.g., letters, memoranda, reports, forms, etc.), and photocopies, distributes and files as appropriate.

Receives, screens and places telephone calls, and greets visitors, etc. for the Director and Deputy Director. Receives and distributes Department mail. Monitors and maintains a call log of all communications for accuracy and prompt response times.

Monitors and enters data into the Department's work-order/data management system See Click Fix.

Prepares and maintains current, detailed, and accurate records required by the Fair Labor Standards Act, including daily attendance; work shift; computation of hours worked; and compensatory time acquired and expended.

Uses these records to compile data and generate requested/required reports/surveys for city stat reports.

Establishes and maintains current, detailed, and accurate personnel records, which include, but are not limited to hiring, raises, promotions, incentive pay; training and schooling; and vacation time, personal days, sick leave, and injury leave, both work related, and non-work related. Uses these records to prepare documents (Personnel Action Forms, budget documents) as requested.

Establishes and maintains current, detailed, and accurate records on all uniforms issued to Departmental personnel.

Maintains the Department's website and Code Red System. Performs other related duties as assigned.

QUALIFICATIONS

Associate's degree, three to five years' experience in an office environment including direct experience with budgets and payroll, or an equivalent combination of education and experience. Bachelor's degree preferred.

Ability to speak Spanish.

Proficiency in the use of Microsoft Office Suite, web browsers, and Adobe Acrobat. Ability to learn specialized computer applications. Experience with work order software preferred.

Demonstrable exemplary verbal and written communication and interpersonal skills and ability to interact professionally with multiple constituencies, using tact and diplomacy, both face-to-face and over the telephone.

Demonstrated organizational skills and ability to review current systems and make recommendations for improvement. Ability to prioritize workflow.

General familiarity with the state laws and regulations governing procurement by public entities, expenditure processes and restrictions, and general operations of governmental units will be required within the first six months of hire.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing this job. The employee is frequently required to communicate with employees, staff, and the public, and be mobile in and out of the DPS building. Nearly all time is spent in a typical office setting. Regularly uses computers and other typical office equipment. Employee may be required to move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualified individuals are encouraged to apply to the City using this email address: jobs@salem.com.

City of Salem, Human Resources Department, Lisa B. Cammarata, Director
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

DATED: February 16, 2024

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. We prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.