



# TOWN OF OLD SAYBROOK

## Job Description

302 Main Street • Old Saybrook, Connecticut 06475-2384

**TITLE:** ADMINISTRATIVE ASSISTANT

**DEPARTMENT:** Water Pollution Control Authority (WPCA)

**JOB SUMMARY:** Provides administrative support for the implementation of the policies of the Old Saybrook Water Pollution Control Authority (WPCA) and the regulations of the Clean Water Fund (CWF).

**SUPERVISION RECEIVED:** This position reports to the Program Administrator, Site Manager, and the Old Saybrook Water Pollution Control Authority Board.

**EXAMPLES OF PRIMARY DUTIES:** (Note: This section is intended only as illustrations of work that may be performed. The omission of specific duties does not exclude them from the position if the work is related or a logical assignment.)

### DUTIES AND RESPONSIBILITIES:

- To assist Financial Manager:
  - Assist with development of benefit assessment program
  - Assemble property completion documents for CWF submission
  - Assist with the bid process
- To assist WPCA Coordinator:
  - Print property tracking charts
  - Data input into WWMD database
  - Reconcile pump out program materials
  - Reconciliation of program and property tracking documents
  - Prepare and mail WWMD program materials
- To assist Site Manager:
  - Change order tracking
  - Invoice review and tracking
- To assist Program Administrator:
  - Assist with FOIA responses
  - Prepare meeting materials as needed
  - Preparation of program summary documentation weekly
- Assist with other duties as assigned

### QUALIFICATIONS:

Bachelor's degree preferred. Requires a minimum of two years administrative experience in an office setting. Strong computer capabilities, particularly Excel and data management software. Requires effective written and oral communication skills as well as strong organizational skills. Must function well in a team setting.

**SALARY:** \$20.38 per hour. Position is part time (30 hours per week).

Please send resume and completed application (available at [www.oldsaybrookct.org](http://www.oldsaybrookct.org)) by October 21, 2013 to: Town of Old Saybrook; 302 Main Street; Old Saybrook, CT 06475; Attention: Lisa Carver, Finance Director or by email: [LCarver@town.old-saybrook.ct.us](mailto:LCarver@town.old-saybrook.ct.us). No phone inquiries please.