



Job Advertisement

ADMINISTRATIVE ASSISTANT II

Department of Public Works

The Town of Bedford (pop. 13,995) is searching for a full-time (35 hrs/wk) Administrative Assistant to provide senior level support to the management of the Department of Public Works. Duties include, but are not limited to: coordination of all water and sewer billing operations for the Town of Bedford, scheduling of water meter installation appointments and meter readings, maintaining customer information system data and meter inventory data, assisting in the calculation of water and sewer rates, payroll for contractual employees, preparing reports relating to water, sewer and payroll, and answering calls from the general public about utility billing, trash collection, storm events, pot holes, emergency water main breaks and sewer backups.

Successful candidate will possess exceptional attention to detail, excellent communication skills and demonstrated ability to use personal computers and software including Microsoft Word, Excel and Outlook. Must also have familiarity with or ability to learn utility billing processes and procedures. Candidate must be a team player, highly organized and self-motivated.

Previous education and/or experience in accounting, utility billing or a municipal setting preferred. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted.

The hours for this position are Monday through Friday, 8:00 a.m. to 4:00 p.m. Starting salary for this position is \$22.40 - \$25.48 per hour, depending on qualifications. The Town of Bedford offers a comprehensive benefits package.

The deadline for applications is Friday, February 26, 2016.

Application for employment may be downloaded at:

www.bedfordma.gov/employment. The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send completed applications, resume and letter of interest to:

Sarah Buhler
Human Resources/Management Analyst
Town of Bedford
10 Mudge Way
Bedford, MA 01730
or SBuhler@bedfordma.gov
or fax to (781) 275-6310

**The Town of Bedford is an Affirmative Action/Equal Employment
Opportunity Employer**