

Job Announcement

The Town of East Greenbush is currently looking to fill the part-time position of Secretary to the Commissioner of Public Works. An ideal candidate is an enthusiastic, detail-oriented individual capable of multi-tasking.

MINIMUM REQUIREMENTS:

Must reside within the Town of East Greenbush. Four year degree or equivalent work experience preferred. Excellent oral and written communication skills. Ability to work with a diverse population and to communicate in a clear and concise manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage office mail – including interoffice;
- Answer phone calls – handle complaints and concerns accordingly;
- Create Work Orders to address complaints;
- Draft letters, memos, resolutions and such per the request of the Commissioner of Public Works;
- Calculate Rensselaer County Snow and Ice billings in the Spring;
- Log income from the monthly reports received from Tax Collector and Town Clerk;
- Manage 10 Day DEC unleaded gas reports ;
- Assist Commissioner with Quarterly Report;
- Collect payroll;
- Record and file all voucher/invoices;
- Tally and bill inter-fund gas and diesel amounts.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in working under pressure of deadlines, and establishing and maintaining cooperative working relationships with employees, officials, and other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software in effective oral and written communication. Knowledge of Word, Power Point, Excel and Outlook.

Please submit Resume and Letter of Application by March 4, 2016 to: lobrien@eastgreenbush.org.

CONTACT INFORMATION:

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