

**Town of Hardwick  
Highway Department Clerk  
Job Description**

**Position Purpose:**

The purpose of this position is to perform bookkeeping and clerical work of moderate difficulty and responsibility supporting the operations of the Highway Department. Performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring the exercise of judgment and initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from department guidelines and policies.

*Supervision Received:* Work is performed under the general direction of the Highway Superintendent and is performed independently requesting assistance with situations which do not have clear precedents.

*Supervision Given:* None

**Job Environment:**

A majority of work is performed under typical municipal office conditions at the Hardwick Municipal Office Building. There may be the occasional work day spent at the Highway Department Facility Office.

Regularly operates computers and peripherals, telephone, copier/scanner, facsimile machine, calculator and other standard office equipment.

Makes frequent contacts with town departments and officials, vendors, and the general public. Contacts are in person, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.

Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations or compliance to departmental policies, procedures and methods.

Has access to limited department related confidential information.

Errors could result in significant confusion and delay, loss of department services, possible adverse public relations and have financial repercussions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Maintains the department’s financial records. Updates various expenditure tracking on a continuous basis.

Prepares the department’s payments to treasurer for revenues received.

Prepares the weekly payroll for department employees. Prepares bills to be paid; maintains associated records and ledgers.

Answers telephone, emails, etc. and responds to inquiries. Checks files and prepares background information needed for the supervisor to respond to messages.

Processes appropriate information and forms to other town departments; reconciles various accounts, payments and records.

Organizes and maintains efficient office procedures and filing system. Maintains adequate levels of office supplies, placing orders as necessary.

MassDOT Chapter 90 funds – Prepares funding requests; reimbursement requests; prepares Chapter 90 project tracking, assists in the final report to be submitted to MassDOT.

Assists in maintaining compliance in the procurement process accordingly, for MGL, Chapter 30B Projects

Prepares the Highway Department Annual Town Report.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School graduation; plus one year of related clerical or bookkeeping experience; or any equivalent combination of education, training and experience.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of office procedures, practices and terminology. Thorough knowledge of bookkeeping principles. Knowledge of office equipment and the operation of computer software applications, particularly word processing, spreadsheet, database, email and internet. Knowledge of MassDOT Chapter 90 Funds Program; Municipal Procurement requirements and process for MGL, Chapter 30B projects and MGL for Municipal finance is preferred.

*Ability:* Ability to communicate effectively verbally and in writing. Ability to maintain records and prioritize tasks. Ability to multi-task effectively and work within time lines. Ability to respond with tact and courtesy when dealing with the public.

*Skill:* Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications to include database and spreadsheet applications. Excellent organizational skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*