POSITION AVAILABLE
DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION
PRINCIPAL CLERK

The City of Marlborough’s Department of Public Works is seeking to fill the position of full-time (35 hours, plus bi-weekly night meetings paid on an hourly basis) of Principal Clerk for the Engineering Division and Administrator of the Planning Board.

Definition/Purpose:
The purpose of this position is to provide clerical support for the Department of Public Works Engineering Division, focused on delivery of exceptional service to the community and City Departments in need of assistance.

Supervision:
Works under the direct supervision of the City Engineer.

Responsibilities:
Perform essential and complex clerical duties as primary contact with the City of Marlborough’s Engineering Division. Administer general office duties, public works contracts procurement control, accounts payable, and general duties of the Planning Board.

Essential Functions Include:
● Administers the general office duties of the Engineering Division
  - Answers general questions and assists visitors or callers to the office, directs calls to appropriate staff, and retrieves plans from archives to fulfill requests from general public or from staff
  - Maintains electronic and paper office filing systems
  - Assists with Engineering permitting duties
  - Schedules and maintains the minutes of office meetings, interviews, etc.
  - Composes routine correspondence from the Engineering Division
  - Orders and maintains inventory of office supplies and materials
  - Administers Federal and State grant applications and reporting to ensure compliance with rules

● Administers public works contracts for projects by the Engineering Division and other Divisions
  - Coordinates, assembles, and disseminates general contract documents including updated wage rates, Notice of Award, Notice to Proceed, etc.
  - Reviews contract documents for completeness and works with Procurement Officer to ensure consistency with applicable procurement laws and requirements
  - Arranges the proper advertising and electronic posting of contracts including to the Central Register and ProjectDog posting site
  - Prepares and coordinates notices to residents of project information
  - Prepares engineering service contract agreements

The City of Marlborough is an Equal Opportunity Employer. The City of Marlborough does not discriminate in hiring or employment on the basis of race, color, religions, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.
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- Administers the accounts payables for the Engineering Division
  - Maintains Engineering Division budgets, issues purchase orders, claims, prepares invoices and statements, and processes payments
  - Coordinates with City Auditor’s office

- Administers the general duties of the Planning Board
  - Attends all Planning Board meetings, coordinates proper meeting schedule, and maintains minutes
  - Prepares, distributes, and posts agenda packets ensuring proper public notification
  - Works with applicants to assist with proper filing and public notification requirements, preparation for public hearings, coordination of plan reviews by Engineering Division, etc.
  - Maintains a working knowledge of latest Planning Board Rules and Regulations, Subdivision Control Law, and rules of order for public meetings
  - Works with Planning Board members to provide background information on various agenda items

- Performs all other department related clerical duties as required.

- Position cross trains with other DPW clerical positions.

Minimum Requirements:
High School diploma. Associates degree preferred w/accounting background or related field is preferred. 3+ years of full-time or equivalent part-time experience in a related field.

Special Requirements:
Knowledge of commonly used procurement practices and procedures relating to procurement laws (c.7, c149, c3, 39M and c.30B) a plus. Knowledge of Planning Board Regulations and experience with public meeting administration a plus. Certified by MA Office of Inspector General in procurement or obtain certification within one year of hire. Other requirements: proficient in Microsoft Word, Excel, and Access. Experience with Munis software preferred. Ability to work in groups with other employees and with the general public. Ability to communicate effectively in written and oral form, including in a public setting. Ability to be organized and pay attention to details.

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.)

At times, tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (15 -30 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Many tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally. Requires the ability to operate, maneuver and/or control the actions of equipment, tools and/or materials used in performing essential functions. Files and types on a keyboard at a moderate to high speed.
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Location: Report for duty daily to: Department of Public Works, 135 Neil Street, Marlborough, MA

Hours: 8:00 A.M. - 3:30 P.M., plus bi-weekly night meetings

Step Salary: $48,818.84 - $54,914.79

Please forward a cover letter and resume to:
Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752
hrjobs@marlborough-ma.gov

Deadline for applications: February 19, 2021

Position:  X  Union
Class:  X  Full-Time
____  Provisional
____  Non-Union
____  Part-Time
____  Contract
____  Intermittent
____  Permanent
____  Temporary