



DEPUTY ADMINISTRATOR

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

NORWOOD WATER COMMISSION and NORWOOD SANITATION DISTRICT: Employee

JOB TYPE: Non-Exempt, Part Time, 20 hours per week (Hybrid Town Hall/Remote)

Compensation: \$25 -\$28 per hour

Benefits: Paid Holidays, 84 hours of PTO/Sick leave annually, and discounted gym membership.

Closing Date: Open Until Filled

POSITION SUMMARY

This position provides administrative support to the Norwood Water Commission and Norwood Sanitation District. This includes attending and recording meeting minutes, preparing financial reports, handling customer service inquiries, managing correspondence, assisting with budget preparation, and ensuring compliance with election requirements. This position requires strong organizational, communication, and financial skills to support the Boards, Town Manager, Public Works Director and customers effectively.

This position has the potential to transition to Full-Time with benefits.

JOB DESCRIPTION

Meeting and Board Support:

- Publish meeting notices in compliance with open meeting laws, including posting deadlines, agendas, and public access requirements.
- Attend and record minutes for all regular, special meetings, executive and joint meetings.
- Attend work sessions as directed by the Boards.
- Maintain official records of all meetings, including approved minutes, recordings, resolutions, and supporting documents in an organized and retrievable system.
- Prepare and distribute meeting agendas, ensuring approval by the Chairman before distribution.
- Assemble meeting packets and ensure Board members have all necessary materials before meetings.
- Prepare and route resolutions, ordinances, and formal board actions for signatures and official execution.
- Perform research as directed by the Board or requested by customers, including financial records and historical meeting minutes.



- Track and follow up on board action items, ensuring decisions made at meetings are assigned, documented and completed.
- Ensure legal compliance with open meetings laws, including proper noticing, quorum verification, and public attendance requirements.
- Coordinate logistics for meetings, such as room setup, virtual meeting platforms, audio/visual equipment, and public participation access.
- Archive and retain records according to record retention schedules and legal requirements.

Financial Duties:

- Assist the Town Manager in preparing the annual budget, beginning in August/September, with a draft presented to the Boards by October.
- Prepare and present monthly financial reports, including bank reconciliations, budget allocations, and year-to-date spending analysis under the supervision of the Town Manager.
- Maintain and monitor general ledger accounts, ensuring accurate coding of revenues and expenditures.
- Reconcile bank accounts monthly.
- Assist with year-end closing and preparation for the annual audit.
- Monitor budget performance throughout the year and alert the Town Manager and Boards to variances or financial concerns.
- Track and manage grants, including reporting requirements, reimbursements, and compliance documentation.
- Assist with cash management and revenue tracking.
- Support internal financial controls and procedures, including segregation of duties and safeguarding public funds.
- Coordinate with auditors, financial consultants, and state agencies as needed.

Correspondence and Communication:

- Manage incoming and outgoing correspondence, ensuring the Town Manager and Chairman are informed of all communications addressed to the Norwood Water Commission and Norwood Sanitation District.
- Distribute correspondence to Board members as directed.
- Notify Board members of meetings from external entities, such as FWDC, San Miguel Conservancy District, and Southwest Water Conservancy District.

Customer Service:

- Respond to phone inquiries regarding utility billing and customer accounts.
- Handle customer concerns with professionalism, sensitivity, and a customer-focused approach.

Election Responsibilities:

- Serve as the Board-appointed Election Official for the Norwood Sanitation District.
- Perform all required duties related to regular and special elections, ensuring compliance with election regulations.

Additional Responsibilities:

- Perform all other duties assigned by the Board(s) and Town Manager, including but not limited to tasks not specifically outlined in this description.



DESIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- General office administration and clerical procedures.
- Principles of accounting, budgeting, and financial reporting.
- Utility billing processes and accounts payable procedures.
- Meeting minutes preparation and record-keeping best practices.
- Local government operations, policies, and procedures (preferred).
- Election procedures and regulations for public entities (preferred).

Skills:

- Proficiency in **Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)**.
- Strong written and verbal communication skills.
- Accurate and efficient data entry, record-keeping, and document preparation.
- Organizational and time management skills to meet deadlines.
- Customer service skills, including conflict resolution and professionalism.

Abilities:

- Attend and accurately record meeting minutes for Board meetings.
- Prepare financial reports, including bank reconciliations, budgets, and expenditure tracking.
- Ability to operate standard office equipment, including computers, calculators, copiers, and transcribers.
- Maintain confidentiality and handle sensitive information with discretion.
- Work independently and collaboratively within a team.
- Adapt to changing priorities and managing multiple tasks efficiently.
- Maintain composure and professionalism in a fast-paced environment.
- Conduct research and compile information as requested by the Board or Town Manager.

DESIRED EDUCATION & EXPERIENCE

- High school diploma or equivalent.
- Prior experience in general office administration and accounting practices.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Ability to attend training sessions and board meetings as required.
- Excellent organizational skills with attention to detail.
- Ability to maintain confidentiality and professionalism in all aspects of the role.

This role requires a proactive, detail-oriented professional who can efficiently manage administrative, financial, and customer service tasks while supporting the needs of the Board and community.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

Physical Demands: 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 essential functions.



- Ability to sit for extended periods while performing clerical and administrative tasks.
- Frequent use of hands for typing, writing, and handling office equipment.
- Occasional lifting and carrying of objects up to 25 pounds, such as files, reports, or office supplies.
- Ability to reach, bend, kneel, and perform repetitive motions as necessary for office tasks.
- Visual acuity to read and process various documents and computer screens.
- Ability to communicate verbally and in writing with Board members, customers, and staff.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily performed in an office setting with exposure to standard office equipment and conditions.
- May require occasional travel to attend off-site meetings or training.
- Work may involve occasional extended hours, including evenings, to attend Board meetings or special events.
- The position requires managing multiple tasks in a fast-paced environment with frequent interruptions.

SELECTION GUIDELINES

A formal application, rating of education and experience, oral interview and reference checks will be utilized to select the successful candidate. The duties listed above are intended only as illustrations of the various types of work that may be performed. Other duties may be assigned. 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.

ADDITIONAL RESOURCES & SUPPORT

Please review the complete job description and submit an official application for the position by visiting <https://www.norwoodtown.com/applications-permits> for the application. Application **and** resume can be emailed to Sara Owens at sowens@norwoodtown.com or delivered to Town Hall. Interested candidates are encouraged to apply immediately. Candidates are required to complete the application **and** attach a resume.

Please ensure all requested items are submitted and complete for consideration.