



Littleton Electric Light and Water Departments

EXECUTIVE ASSISTANT

FUNCTION: To provide complex, administrative, clerical, and technical support to the General Manager, Assistant General Manager, Senior Staff, and the Board of Commissioners in order to assist in the day to day activities at the Littleton Electric Light and Water Departments.

Reporting Relationship: Report to the General Manager, and work closely with the Assistant General Manager, Senior Staff, and the Board of Commissioners.

DUTIES:

- Assist with scheduling of and attend Department meetings (including Board Meetings) and take minutes at meetings.
- Organizing and maintaining documents for the Departments
 - Licenses, DOT physicals, DOT drug testing
 - RFPs, RFQs, and IFBs
 - Credit card purchases
 - Construction documents
 - Plans/As-Built drawings
 - Permits
 - Private area lights
 - Small business exemptions
 - Regulatory documents
 - Maintain Department list for employee personnel information
 - Public Records Requests
- Prepare reports and documents for Department Heads
- Work closely with Public Relations Consultant providing media for residents of Littleton and Boxborough
- Complete travel arrangements and registrations for conferences and seminars for Department personnel
- Recording permits, plans, orders of conditions, etc
- Prepare and process invoices for AP
- Work closely with IT Vendor
 - Manage mobile devices for Department personnel
 - Manage software licensing and certain applications such as Dropbox, Zoom, etc.
 - Work with IT Vendor on-site personnel to complete tasks
- Perform responsibilities and backup customer service personnel
- Responsible for managing Department clothing allowance policies
- Assist with Green Rewards Program
- Assist with preparation and submission of grant applications and proposals
- Perform any duties as identified by General Manager to be in the best interest of the Departments

Qualifications

- Bachelor's Degree in related field with minimum of two years senior level administrative skills.
- Excellent computer skills including Windows, Microsoft Word, Excel and Access.
- Strong organizational, communication, interpersonal and administrative skills.