

Water Department Secretary Position Responsibilities –

- Conducts all aspects of water billing for the City’s Water Department (which includes quarterly billing, monthly billing, collections, shutoffs, etc.)
- Coordinates special projects for the City Department of Public Services such as sidewalk replacement work, special assessment projects, etc.
- Is the City’s MISS DIG ticket coordinator
- Is the primary customer service individual for the Water Department. Responsibilities include answering water related questions, scheduling water repairs and installations, scheduling final water reads, preparing bills, and keeping the accounts as accurate as possible
- Performs the actions of a cashier collecting payments for taxes, water bills, and outstanding invoices
- Handles the establishment, coordination, and record keeping for residential, commercial, and industrial delinquent water bill payment plans
- Takes City Assessor’s calls and answers request for information regarding property parcel, real estate, and tax questions
- Assists the City Clerk during election periods, assists with the hand out and acceptance of absentee ballots, assists the City Clerk on election day with various duties
- Is the primary contact for the scheduling of the City Senior Bus Service
- Inventories and reports on gas usage for the City DPW department
- Files annual DEQ reports on pumpage data as well as annual reports on water quality
- Coordinates with the Clerk on various public announcements
- Prepares weekly overtime call in sheets in accordance with the Teamsters Collective Bargaining Agreement mandates
- Prepares Bi-Weekly payroll for the DPW Department
- Keeps track of leave balances for the DPW Department
- Coordinates permitting for the City Building Department including berm permits, certificates of compliance, and coordinates with the Trenton Building Department on rental and home inspections.
- Fills in for the City Payroll and Payables Secretary in their absence.
- Assists in the clerical duties associated with the Planning Commission-Zoning Board of Appeals which includes noticing, coordination with the applicant, and preparing packets for the Board meeting
- Performs the activities of the DPW Department as it relates to the City Cemetery. These functions include arranging for the burial, invoicing, keeping track of escrowed money (for headstones), etc.
- Manages the application and certification of business licenses in the City.
- Performs various clerical duties including, taking and responding to resident’s concerns, record keeping, reporting, and any other tasks assigned by management.
- Assists Residents with FEMA flood information
- Coordinates with City Administration on SMART Bus Grants
- Any and all other tasks assigned by Management

