



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

January 7, 2019

Job # 2019-001

**INTERNAL POSTING**

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:**

Head Administrative Clerk  
Public Works – Highway/Park Department  
(Civil Service Position)

**HOURS OF WORK:**

35 Hours per week  
Monday-Friday/7:00AM-3:00PM

**SALARY:**

\$756.95 Per Week to Start  
(According to Contractual Salary Schedule)

**GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:**

Perform budget activities including requisition and purchase order entries, line item transfer, refunds and credits. Coordinate these activities in concurrence with the Purchasing Department, Auditing Department, and Highway/Park Superintendent. Interface effectively with City Officials, Management, and support staff and the general public via oral communication or in writing.

Coordinate, along with the Auditors Office, account reconciliation, financial statement review and monthly closing process of general ledger. Assist in preparation of accounting reports for the Highway/Park Superintendent. Maintain and record entries of accounts set up for various projects, and schedule and prepare interest and maturity payments on warrants.

Keep accounts, prepare and process schedules of invoices, prepare cost compilations, payrolls: perform general clerical work preparing notices, correspondence, billing; coordinate the work of one (1) Account Clerk/Dispatcher.

Classify and distribute cost and disbursements; date invoices for purchases, payrolls, equipment maintenance, and general expenditures. Keep running balances of all accounts and report periodically. Prepare schedules of invoices for payment processing.

Compile cost and budget reports for Chapter 90 work. Coordinate Chapter 90 contract for funding with Treasurer. File project requests, expenditure reports, and final reports. Keep accounts of payrolls & materials for reimbursement from the State. Compile Chapter 90 paving list with Superintendent. Calculate measurements, costs, and expenditures associated with such.

Coordinate paperwork on house moves. Attend meetings to take minutes, keep paperwork, and make sure proper utilities are notified, and the move is able to proceed.

Calculate payrolls and truck hire payments. Process vehicle accident reports. Prepare worker's compensation reports. Set up forms on computer as needed.

The duties listed above 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.

Address: 4 Summer Street Haverhill, MA 01830 Webpage: [http://cityofhaverhill.org/departments/human\\_resources/index.php](http://cityofhaverhill.org/departments/human_resources/index.php)



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## **SUPERVISION RECEIVED:**

Works under the supervision of the DPW Director and Superintendent of Highway/Park.

## **QUALIFICATIONS:**

Applicants must have at least five years of demonstrated work experience in office work. Accounting experience required of at least five years. Vast computer knowledge. Must have excellent computer skills (proficiency in Microsoft Word & Excel products) and be able to maintain spreadsheets/computer files/databases. Knowledge of BudgetSense/Harpers Payroll system software preferred. General knowledge of work order systems such as MainStar and QAlert, email, etc. preferred. Must have good typing skills. Ability to operate general office equipment.

Ability to implement programs relative to Highway and Park departments. Ability to establish and maintain harmonious relationships with others. Must have strong customer service skills and the ability to handle difficult situations in a professional and courteous manner at all times. Ability to work effectively, and pleasantly with general public and other departmental personnel. Ability to exercise discretion in the access to and handling of confidential information. Ability to follow verbal and written instructions. Ability to juggle multiple tasks, have excellent organizational skills and the ability to prioritize duties. Ability to assemble items of information in accordance with established procedures.

## **PHYSICAL REQUIREMENTS:**

Position is sedentary in nature. Ability to walk or stand continuously throughout the day. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

## **CLOSING DATE:**

## **OPEN UNTIL FILLED**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

## **APPLICATION IS AVAILABLE ONLINE AT:**

**[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2019-001 WHEN APPLYING ONLINE.**