

TOWN OF GREAT BARRINGTON

LEAD ADMINISTRATIVE COORDINATOR

Department: Public Works

Status: Full Time, Non-Union, Non-Exempt

Salary Range: \$60,000 - \$64,000

Last Updated: December 30, 2025



POSITION PURPOSE

Supporting the Town’s mission of delivering reliable, responsive, and community-centered public services, the Lead Administrative Coordinator for the Department of Public Works plays a key role in providing coordinated operational and administrative support across all divisions of the Department, while working collaboratively with other Town departments, boards, and committees to ensure continuity, consistency, and effective service delivery. The role supports daily operations in a manner that is efficient, transparent, and aligned with the Town’s organizational values and staff commitments.

As a representative of the Department and the Town, the position upholds standards of professionalism, accountability, collaboration, and respectful customer service in all interactions. Serving as a primary point of contact for residents, staff, vendors, and external partners, the role emphasizes clear communication, consistency, and follow-through. Through dependable support and a service-oriented approach, this position helps maintain continuity across departmental operations while reinforcing public trust in municipal services.

SUPERVISION

Reports to: Public Works Superintendent

May receive general direction from: various department and division heads assigned tasks to support or work in collaboration.

Supervises: No direct supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The functions or duties listed below are intended 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.)

DEPARTMENT ADMINISTRATIVE SUPPORT

- Serves as the Department’s primary administrative point of contact for residents, staff, vendors, and external partners, delivering professional, responsive, and solutions-oriented customer service.
- Provides direct administrative support to the Director of Public Works, exercising independent judgment in coordinating correspondence, documentation, scheduling, and departmental records.
- Leads departmental grant administration, including processing, reimbursement tracking, and coordination of required documentation.

- Manages bid administration activities, including advertising, openings, documentation, and recordkeeping; coordinates placement of items out to bid as assigned.
- Oversees department-wide budget tracking, including capital expenditures, and prepares regular financial summaries and reports in coordination with departmental leadership.
- Coordinates departmental communications, including public notifications, social media postings, and CodeRED messaging, ensuring accuracy, timeliness, and consistency.
- Administers prevailing wage documentation and maintains department-wide compliance records.
- Prepares and manages procurement packages for internal approvals and funding certification; tracks approvals and resolves documentation issues as needed.
- Administers vendor contracts, amendments, and change orders, including document preparation, signature coordination, vendor communication, and recordkeeping.
- Maintains Tier II and other regulatory compliance records required at the departmental level.
- Supports departmental safety initiatives by assisting leadership in promoting and reinforcing a culture of safety and accountability.
- Leads improvements to invoice tracking and documentation processes to reduce outstanding or missing invoices.
- Provides administrative continuity and coverage during staff absences and periods of increased workload.

DIVISION ADMINISTRATIVE SUPPORT – GENERAL

- Provides administrative leadership and support to division superintendents, foremen, and supervisors, ensuring accurate documentation, recordkeeping, and communication.
- Maintains and oversees division-specific infrastructure, operational, and project records.
- Oversees purchase order requisitions, distribution, and tracking to ensure timely processing and compliance with Town procedures.
- Oversees vendor invoice processing and resolves billing discrepancies in coordination with finance staff.
- Oversees capital project documentation and certified payroll recordkeeping, as applicable.
- Coordinates and administers permitting processes, including road, sidewalk, and obstruction permits, ensuring completion of internal reviews, preparation of required approvals, and communication with applicants.
- Maintains department-wide vehicle usage, licensing, and equipment tracking records to support cost allocation and compliance.
- Oversees division-specific compliance schedules and reporting requirements.

WASTEWATER ADMINISTRATIVE SUPPORT

- Administers semi-annual sewer billing processes, including implementation of billing updates and coordination of related reporting data.
- Processes sewer abatements in accordance with established policies, ensuring accuracy, documentation, and timely resolution.
- Leads efforts to resolve undeliverable sewer bills through customer communication, record correction, and reissuance.
- Maintains and updates sewer customer account information and billing records.
- Coordinates sewer re-evaluation requests, including customer communication, documentation, and follow-up.
- Maintains accurate and complete records related to sewer billing, abatements, night soil billing, and customer account activity.
- Prepares monthly night soil billing and supports preparation of related reports for departmental leadership.

BOARD/COMMITTEE ADMINISTRATIVE SUPPORT

- Provides administrative support to various boards and commissions supported by the Department, including coordination with chairs, members, and departmental leadership.
- Prepares meeting agendas, packets, notices, and minutes in accordance with applicable requirements.
- Supports infrastructure and operational recordkeeping related to board and commission activities.
- Coordinates facility calendars, user approvals, and related communications for Parks & Recreation facilities.
- Tracks facility use agreements, insurance documentation, and user invoicing.
- Supports cemetery operations, including deed preparation, plot sales documentation, licensing, and coordination of fund handling and turn-over in accordance with Town procedures.

MINIMUM QUALIFICATIONS

- Associate's degree or equivalent combination of education and experience in public administration, municipal operations, business administration, or a related field.
- Proven ability to provide high-quality customer service in a public-facing environment, including experience responding to resident inquiries, coordinating across departments, and communicating clearly with internal and external stakeholders.
- Strong organizational skills with the ability to manage multiple priorities, maintain accurate records, meet deadlines, and exercise sound judgment in a fast-paced operational environment.
- Proficiency in Microsoft Office applications and digital record-keeping systems, with the ability to learn and adapt to additional municipal software and workflow tools.

PREFERRED QUALIFICATIONS

- Five (5) or more years of progressively responsible administrative experience in a municipal or governmental setting, with direct experience supporting a Department of Public Works, utilities, facilities, highway, or similar operational department.
- Demonstrated experience with municipal financial and procurement systems, including MUNIS or comparable enterprise resource planning (ERP) systems, with the ability to process purchase orders, track expenditures, manage vendor records, and support budget monitoring.
- Working knowledge of municipal procurement processes and requirements, including bid administration, contract documentation, and compliance with applicable local, state, and federal regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Strong organizational skills with the ability to prioritize and adapt to shifting needs.
- Ability to interact professionally with staff, residents, and vendors, maintaining composure and a consistent service focus.
- Ability to handle confidential information with discretion.
- Analytical skills to track departmental needs, contracts, vendor invoices and inventories.
- Problem-solving skills to identify issues, coordinate solutions, and ensure follow-through.
- Ability to work independently while contributing to a collaborative office environment.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work is conducted in a typical office setting.
- Ability to sit, stand, and work at a computer for extended periods;
- Vision requirements include the ability to read, review, and analyze documents and work on a computer.
- Ability to lift or move materials up to 20 pounds.
- Operates a telephone, adding machine, copy machine, computer, printers and fax machine.
- Exposure to hazards is limited to office setting.
- Errors could cause confusion, delay, poor employee and/or public relations, as well as legal repercussions.
- Makes frequent contact with other town departments, employees and the general public, requiring courtesy, patience and tact.
- Minimal physical effort is required.

(This position's description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the position's duties change.)