

ADMINISTRATIVE ASSISTANT

JOB SUMMARY

Performs assistance to and clerical support for the Select Board and Town Administrator, coordinates assessing activities, maintains detailed records and files, responds to public inquiries, produces and maintains public communication through personal and electronic means, and supports the overall operation of the Town Office.

SUPERVISION RECEIVED

Works under the general supervision of the Town Administrator who shall assign duties and direct varied work efforts in support of municipal operations. The Administrator will review work for conformance with required standards, and evaluates work in terms of effectiveness and required results.

SUPERVISION EXERCISED

As defined by the Town Administrator on an as needed basis.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Provides general clerical and administrative assistance to the Town Administrator including work of a confidential nature.
2. Prepares and coordinates agendas and public hearing notices for Select Board Meetings, and organizes materials to be covered at meetings. Occasionally attends meetings and takes and transcribes meeting minutes.
3. Coordinates all assessing activity with contracted assessor. Processes and tracks deed transfers and numerous applications and transactions, including: credits; exemptions; land use change taxes; timber/gravel taxes. Schedules taxpayer meetings with assessor, prepares mapping changes
4. Receives and screens visitors to office and incoming telephone inquiries; answers inquiries from the public, officials, and employees; determines matters requiring attention of the Town Administrator.
5. Maintain town web site, create content, coordinate department and board/committee updates, ensure accuracy of all online material.
6. Schedule and coordinate meetings of various town boards/committees, including legal posting, access, video recording as necessary
7. Manage cable tv broadcasts, schedules, and content.

8. Prepare and publish annual Town Report.
9. Maintain sensitive records, welfare applications or other confidential files.
10. Assists in the daily routine of the Selectmen's Office; types ordinances, reports, memoranda, and correspondence, correcting grammar, style, and format of material when necessary; files documents; maintains records.
11. Researches and interprets laws, regulations, products and services, and makes recommendations based on findings.
12. Confers with vendors; orders Town Office supplies; Assists the Town Administrator with bidding processes and RFPs for the Town's needs.
13. Maintain office filing system and apply applicable state laws.

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of Town policies, objectives, and procedures and State requirements and laws; knowledge of secretarial practices and procedures; knowledge of business English, spelling, arithmetic, bookkeeping, and vocabulary; knowledge of general Town operations and organization. Skill in the use of personal computers and standard office software; skill in performing mathematical computations; skill in the use of standard office equipment; organizational skills. Ability to maintain administrative, fiscal, general, and confidential records; ability to maintain confidentiality as it pertains to non-public sessions, personnel issues, and Department discussions and decisions. Ability to prepare reports and answer questions from records research; ability to transcribe meeting minutes; ability to prepare clear, concise, and effective correspondence; ability to maintain effective working relationships with Town officials, department heads, employees, and the public; ability to deal with public relations problems courteously and tactfully; ability to multitask; ability to work under pressure.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent with specialized training in secretarial skills (Associate's degree in Business, Municipal Government, or English preferred) plus four years experience, (previous municipal experience preferred); OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(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 the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required,

specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.