

TOWN OF FRANCONIA

JOB DESCRIPTION: **ADMINISTRATIVE SECRETARY**

REPORTS TO: Town Administrator

CLASSIFICATION: Forty hours per week, non-exempt position

GENERAL SUMMARY: Performs highly responsible administrative and secretarial services for the Town Administrator and Board of Selectmen, maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, prepares reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments and gathers, duplicates and distributes information as necessary. Performs all other related work as required.

ESSENTIAL JOB FUNCTIONS:

(The essential functions or duties listed below 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.)

- Assists the Town Administrator and Board of Selectmen; prepares meeting agendas and minutes of meetings, correspondence and responds to many emails on a daily basis.
- Becomes familiar with essential software programs to include bookkeeping, payroll, and assessing in order to assist with payroll, check writing, and assessing concerns in the absence of the Town Administrator.
- Screens telephone calls; responds to inquiries including assessing questions, makes referrals; provides assistance to the public and town departments.
- Attends all Selectmen's meetings and public hearings, assists in the preparation of agendas, takes notes, and writes the minutes of all meetings.
- Prepares minutes of the Capital Improvement (CIP) and Safety Committees.
- Prepares outgoing correspondence for the Selectmen and Town Administrator.
- Assists with updating the Town Website and Facebook on a daily basis.
- Assists with the Welfare program; meets with clients; reviews applications, issues decisions, prepares check request, contacts agencies, landlords and draws up vouchers.
- Assists Town Administrator with benefit administration; process all human resources claims to include first reports of workers' compensation, health insurance enrollments/changes, property liability claims and manages wellness program.
- Responsible for the preparation of the annual Town Report, including planning, assembling, editing and making arrangements for printing and distribution.
- Maintains up-to-date files of all properties under Current Use Assessment.

- Maintains office filing system. Files a variety of materials such as correspondence, reports, minutes, assessment cards, property deeds, and mortgages. Updates property record files, sales files, and address lists.
- Maintains personnel records and legal files for the Town Administrator and Board of Selectmen.
- Handles pick-up and delivery of town mail.
- Receives monies due the Town and makes deposit to the bank in a timely manner.
- Processes deposits for the Transfer Station & Recreation Department.
- Oversees office; orders supplies and makes service calls.
- Receives and reviews all permit applications, making sure that they are complete and correctly filled out prior to submission to the Board of Selectmen.
- Types correspondence, drafts of ordinances, reports, and memoranda as necessary.
- Performs similar or related work as required, directed, or as situation dictates.

GENERAL QUALIFICATIONS:

- Associate's Degree Business, Office Administration, or related field; five years' experience in an office setting; or any equivalent combination of education and experience.
- Basic knowledge of the principles and practices of office management; and knowledge of municipal operations. Working knowledge of relevant local laws and regulations.
- Ability to establish and maintain working relationships with the public, organizations, departments, and officials. Ability to communicate effectively. Ability to operate standard office equipment.
- Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills; interpersonal and problem-solving skills. Skill in the use of Microsoft Office Word and Excel, and in report generation.
- Knowledge of QuickBooks Accounting Software desirable.

PHYSICAL REQUIREMENTS:

(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.)

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

SUPERVISION:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties, completed assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the direction of the Town Administrator.

Supervision Given: None

JOB ENVIRONMENT:

- Most work is performed in an office environment; regular schedule requires attendance at evening meetings; additional time is required to prepare for meetings and other events.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with town residents, and town employees.
- The employee has access to some confidential information.
- Errors in judgment and administration could have a continuing adverse effect on the Town's ability to deliver services and result in delays.

(The Town of Franconia is an "at will" employer and this job 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 job change).