

Position Purpose:

Performs highly responsible senior level 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 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.)

- Coordinates the daily administrative functions of the Office of Selectmen in the absence of the Administrative Assistant.
- Becomes familiar with essential software programs to include bookkeeping, payroll, and appraisal in order to assume responsibility for payroll, check writing, and appraisal concerns in the absence of the Administrative Assistant.
- Attends all Selectmen's meetings and public hearings, assists in the preparation of agendas, takes notes, and write the minutes of all meetings.
- Prepares minutes of the CIP and Safety Committee.
- Prepares outgoing correspondence for the Selectmen.
- Handles the Welfare program, including receiving and reviewing all applications for assistance.
- Assists in the preparation of the annual Town Report, including planning, assembling, 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 file, and address lists.
- Receives monies due the Town and makes deposit to the bank in a timely manner.
- 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.
- Works with the Water Department and takes care of the quarterly billing. Maintains accounts and does the warrant for billing.
- Processes deposits for the Transfer Station.
- Responsible for working with the computerized checking account; enters checks, deposits, and balance report.
- Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Associate's Degree Business, Office Administration, or related field; five years' experience in an office setting; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the principles and practices of office management; and knowledge of municipal operations. Working knowledge of relevant local laws and regulations.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments, and officials. Ability to communicate effectively. Ability to operate standard office equipment.

Skill: 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.

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, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the direction of the Administrative Assistant.

Supervision Given: None.

Job Environment:

- Most work is performed in office conditions; 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, town employees, and water department personnel.
- 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.

(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.)