

**ADMINISTRATIVE ASSISTANT II – BOARD OF SELECTMEN / TOWN MANAGER
(FORMERLY SECRETARY TO THE BOARD OF SELECTMEN)**

Definition

Responsible and complex confidential administrative and secretarial work assisting the Board of Selectmen, Town Manager and Assistant Town Manager to discharge the duties and ensure the efficient operation of the office; all other related work, as required.

Supervision

Works under the general direction of the Board of Selectmen, Town Manager and the Assistant Town Manager; establishes independent work plan and priorities, using established guidelines and procedures; administrative decisions are referred to the supervisor.

Performs varied and responsible functions requiring comprehensive knowledge of municipal operations and the exercise of judgment in responding to inquiries, interacting with the public, and in administering the functions of the office; most work is performed independently.

Work Environment

Work is performed under typical office conditions, with regular interruptions to respond to requests for information or service. The workload is subject to predicted fluctuations. Regular schedule includes two to four evening meetings per month.

The employee operates standard office equipment and performs basic maintenance of office machines.

The employee has constant contact with the general public, other town department personnel and department heads, and outside organizations, which requires extensive knowledge to obtain or furnish information or provide assistance. Contact is by telephone, fax, correspondence, e-mail, and in person.

The employee has access to town-wide confidential information, including personnel files, collective bargaining negotiations, bid documents, law suits and criminal investigations and records.

Errors could result in delay or loss of service and legal repercussions.

Essential Duties and Responsibilities

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.

Responsible for the administration of the licensing process under the jurisdiction of the Board of Selectmen; maintains records and makes deposits to the Treasurer's office; maintains database of all licenses issued by the Board of Selectmen.

Prepares and publishes agenda for Board of Selectmen meetings; prepares weekly information package; schedules hearings; notifies appropriate parties and schedules matters coming before the Board; attends Board meetings; takes and transcribes minutes and distributes to appropriate parties.

Assists with preparation of material for Annual Town Report.

Processes all incoming mail and drafts and prepares responses, or makes referrals, as appropriate; provides follow-up in accordance with Board of Selectmen instructions.

Balances all Selectmen's budget accounts, including accounts payable, payroll and car allowance.

Answers and screens telephone calls; provides assistance or makes appropriate referrals, as necessary; answers questions and furnishes information to the general public and to town employees.

Processes paperwork relating to utility company installations and activities; maintains gas reports and bills cable/light company for monthly gas usage; sends monthly and year-end reports.

Creates citations to be presented by the Board of Selectmen.

Assists with duties in the Town Manager's office; assists with bid awards, purchase orders and schedules appointments for Town Manager.

Sets up schedule for drug testing required for employees with CDLs; assists in processing workers' compensation and unemployment claims; processes insurance invoices for all departments and maintains files; maintains purchase order files for all departments.

Requisitions or purchases office supplies and performs basic maintenance of office machines.

Performs similar or related work as required, or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Associate's Degree, with training in secretarial science; three years of progressively responsible experience in office management; experience in a municipal setting and interacting with the public preferred; or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Thorough knowledge of office procedures, town government, municipal operations and departmental relationships.

Ability to work independently and as a member of a team. Ability to meet and interact with the general public and town employees effectively and appropriately. Ability to handle problems and make decisions. Ability to communicate clearly, both orally and in writing. Ability to maintain confidential information. Ability to maintain, manage and organize complex records. Ability to meet required deadlines.

Word processing, spreadsheet and database skills; communication, problem-solving, and organizational skills.

Physical Requirements

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate equipment. Vision

requirements include the ability to read routine documents and use a computer.

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.