

Town of Shrewsbury
Administrative Assistant to the Town Manager

The Town of Shrewsbury, MA is seeking to fill the position of Administrative Assistant to the Town Manager. Primary responsibilities include providing staff assistance and support to the Town Manager in administering the Town's personnel function, performing special studies, analyzing Town operations, preparing reports, administrating or supervising special projects as assigned, and assistance in coordinating the day to day activities of Town government as assigned.

Duties require knowledge equivalent to a Bachelor's degree with emphasis on public or business administration plus two years of paid experience in a municipal managerial or staff position; or any equivalent combination of education and experience.

The salary range for this position is \$25.79 to \$30.75 with a full benefit package as set forth in the Town's Personnel By-law.

Please submit resume and letter of interest to Daniel J. Morgado, Town Manager, 100 Maple Avenue, Shrewsbury, MA 01545 no later than 4:30 PM, January 18, 2017. The job description for this position may be found at www.shrewsburyma.gov.

December 27, 2016

TOWN OF SHREWSBURY
Position Description

Position Title: **Administrative Assistant to the Town Manager**

Department: Town Manager

Reports To: Town Manager

Date: December 2016

GENERAL SUMMARY:

Under direction of the Town Manager, responsible routine to complex coordinating work in providing staff assistance and support to the Town Manager in administering the Town's personnel function, performing special studies, analyzing Town operations, preparing reports, administrating or supervising special projects as assigned, and assistance in coordinating the day to day activities of Town government as assigned: related work as required.

ESSENTIAL JOB FUNCTIONS :

- Works under the general supervision of the Town manager performing staff and administrative assignments within the broad scope of accepted standards for responsible professional work.
- Performs coordinating assignments of a diverse nature requiring initiative and the exercising of responsible judgment in determining the procedures to be followed and established standards of quality essential to completing tasks and assignments delegated to the incumbent.
- Work involves contact with department heads and other personnel with Town departments or agencies, with federal and state officials, and with the general public.
- Work does not include supervisory responsibility, but may require intermittent coordination of Town resources with personnel in accomplishing special staff projects assigned by the Town Manager
- Errors of omission or commission could be costly, since staff reports may be used in determining choice of action to be pursued in delivering a Town service or program.
- Work is performed under favorable office conditions, but with intermittent to frequent interruptions due to telephone calls or requests for assistance from departmental personnel or from citizens.
- Work being professional and office-type in nature requires little strenuous physical activity but involves intermittent standing and walking to accomplish tasks.

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ESSENTIAL JOB FUNCTIONS (continued):

- Carries out general coordinating work in the area of personnel administration including benefits management. Works in support of the Personnel Board.
- Carries out staff projects such as cost benefit analysis of a specific program, operation, or service to assess its effectiveness, such as economic implications of long range bonding of capital outlay programs, or statistical reports on unemployment compensation costs, etc.
- Assists the Town Manager in pursuing grants by preparing or administrating and coordinating Town applications for state and federal grants.
- Conducts special in-house or field investigations covering any aspect of Town operations or handling citizen complaints as directed or needed.
- Works with department heads and assist them in interpreting directives, policy statements, collecting data and developing it for special projects or reports, and in the development of bid specifications, etc.
- If assigned by the Town Manager may administratively coordinate a specific grant project or program.
- Attends departmental meetings, meetings with other units of government or public agencies, with community based business groups, or individuals representing the Town's interest or position or acts as the representative of the Town Manger as assigned.
- Acts as Staff Assistant in collective bargaining. Prepares, collects, analyzes, and exhibits real data necessary to present the Town's position on bargaining items and needed to best understand the implications of union demands.
- As assigned attends hearings on the behalf of the Town at the Division of Employment Security on unemployment compensation claims.

PREPARATION, SKILL, KNOWLEDGE & ABILITIES:

Duties require knowledge equivalent to a Bachelor's degree with emphasis on public or business administration plus two years of paid experience in a municipal managerial or staff position; or any equivalent combination of education and experience.

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Working knowledge of municipal government; ability to independently structure, collect, analyze, and present economic and qualitative information in management reports: ability to work within a large organization to accomplish given ends through negotiation; skill in dealing with the general public.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Normal office environment not subject to extremes in temperature, noise, etc.

May spend extended periods at computer terminal, on telephone or operating other office equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

12/21/2016