

Administrative Assistant

Job Description

Summary: Provides support to the Town Administrator and Assistant Town Administrator. This includes, but is not limited to, answering the phone, communications both written and verbal, attending meetings, taking minutes, transcribing minutes, assisting with licenses, processing payroll and vendor warrants and other daily tasks to support the office.

Status: Hourly, 35- 40 hours a week – depending on meeting schedule. Attendance at some evening meetings is required.

Direct Report: The Administrative Assistant reports to the Town Administrator under the supervision of the Select Board. Works according to established department and town policies and procedures, standards, special directives, instructions and intent. This position is subject to review and evaluation according to the Town's personnel policies.

Duties and Responsibilities:

Posting agendas, attending meetings, transcribing minutes, meeting preparations for members, filing, answering correspondence and telephone. Office administration, overall daily functions to ensure that all activities are following legal procedures and operating efficiently. Preparing payroll, accounts payable warrants and financial turnovers.

Other duties may be assigned as needed.

Experience and Education:

Must have High School diploma or GED

Municipal experience is preferred

Physical and Environmental Requirements:

Employee is regularly required to operate/maneuver objects, tools, or controls, and to reach to pick up papers, files and other common office objects. May lift and/or move objects weighing up to 10 lbs. such as books, equipment, supplies, etc. May spend a majority of shift sitting, walking or standing. Operates a keyboard at an efficient speed.

Administrative work is conducted under typical office conditions. Work environment involves moderate risks, which require normal safety precautions. Work does require attendance at evening meetings.

Operates computers, printers, and other standard office equipment.

Has regular contact with employees in other municipal departments; makes frequent contact with property owners, attorneys, representatives from state and federal agencies, and others relative to the municipality. Contacts require excellent customer service; contacts are by telephone, in person, and in writing, and require discussing complex technical matters.

Has access to department-related confidential information such as personal information about residents.

The above job description is subject to change at any point during employment.