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**ADMINISTRATIVE ASSISTANT TO BOARD OF SELECTMEN /
GREEN COMMUNITIES COORDINATOR**

Position Purpose:

The purpose of this position is to perform responsible clerical and record keeping work in supporting the operations of the Selectmen's Office. This role is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Supervision:

Supervision Scope: This position performs various duties requiring a thorough knowledge of departmental operations and the ability to complete assigned tasks according to established procedures and protocol.

Supervision Received: Works under the general supervision of the Town Administrator and the Board of Selectmen. Employee completes work in accordance with established departmental policies and standards; all questionable cases are referred to supervisor. The position is subject to review and evaluation according to the Town's personnel plan.

Supervision Given: none.

Job Environment:

Work is performed under office conditions; the noise level is moderate at times.

Operates computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contact with the general public and other Town departments. Contacts are in person and by telephone and involve an information exchange dialogue.

Has access to a wide variety of Town-wide confidential information such as personnel records, bid proposals, management plans, and personal information about citizens, requiring the application of appropriate judgement, discretion and professional protocols.

Errors could result in confusion, reduced levels of service and poor public relations for the Board of Selectmen and the entire Town.

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.)

Provides support to the Selectmen's Office and Town Administrator, including maintaining office procedures and routines.

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Provides information and assists the public, in person and by telephone, and involves discussing routine information; contacts with the public require considerable patience and courtesy.

Types from copy, rough draft or general instructions, a variety of documents which may include, but not be limited to, correspondence, minutes, memorandums, vouchers, purchase orders, permits, licenses, reports, etc. May assemble and compute data and prepare statistical reports.

Distributes reports, memos, and necessary information to appropriate persons.

Sorts incoming mail and email; files books, magazines, etc. Files a variety of materials; keeps various data sources up-to-date.

Maintains and updates, either manually or by computer, departmental records requiring the recording, classification and compilation of information; sorts and files various materials.

Assists the public by furnishing a variety of routine information and resolving minor problems and complaints; performs informational and referral services to the general public; answers the telephone and takes messages; directs calls to appropriate person.

Attends evening meetings; take and transcribe minutes; distribute approved minutes.

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

Performs similar or related work for the Green Communities Coordinator

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma, Associate's Degree in Business or Accounting preferred. Five to seven (5-7) years of general administrative and/or accounting experience or similar experience, preferably in the public sector working with local government, or any equivalent combination of education, training, and experience.

Knowledge, Ability and Skill:

Knowledge: Good working knowledge of office practices and procedures, forms, and equipment. Working knowledge of computer systems and common software packages.

Ability: Ability to prepare, type, and proofread correspondence and reports as to form and logic flow. Ability to deal with the public in a courteous and tactful manner. Aptitude and attention for details and accuracy.

Skill: Skill in typing and in the use of standard office machines. Skill in computer operations. Excellent customer service skills.

Physical Requirements:

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(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.)

Employee is frequently required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in physically picking up files, papers and other common office objects. Employee must occasionally lift and/or move objects weighing up to 10 pounds such as files, books, supplies, etc. Employee must possess the ability to operate a keyboard at a moderate speed. Vision and hearing at or correctable to normal ranges.

(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.)