

Town of Blandford Massachusetts

Job Title: Selectmen Secretary	Location: 1 Russell Stage Road
Job Type: Appointed	Reports To: Town Selectmen
Hours per Week: 13	Pay Basis: Hourly

JOB DUTIES:

PURPOSE OF THE POSITION: The Selectmen Secretary is responsible for providing administrative and clerical services in order to ensure effective and efficient operations.

SCOPE: The Selectmen Secretary reports to the Selectboard and is responsible for providing administrative and clerical services. Providing these services in an effective and efficient manner will ensure that municipal operations are maintained in an effective and efficient manner.

GENERAL RESPONSIBILITIES:

1. Provide administrative support to ensure that municipal operations are maintained in an effective, up to date and accurate manner

Main Activities:

- Type correspondence, reports and other documents
- Maintain office files
- Open and distribute the mail
- Take minutes at meetings
- Distribute minutes
- Coordinate repairs to office equipment

2. Provide support to the Selectboard to ensure that the Selectboard is provided with the resources to make effective decisions

Main Activities:

- Maintain confidential records and files
- Maintain records of decisions
- Research and assist with the preparation of motions, policies and procedures
- Review and edit reports to the Board

- Prepare correspondence for Board members
- Prepare documents and reports on the computer
- Schedule Board meetings
- Prepare agendas for Board meeting
- Prepare documents for Board meetings
- Attend board meetings
- Record minutes and submit minutes for approval

4. Provide receptionist services

Main Activities:

- Greet and assist visitors
- Answer phones
- Direct calls and respond to inquiries

5. Perform other related duties as required

REQUIREMENTS – MINIMUM QUALIFICATIONS:

- Excellent organizational as well as verbal and written communication skills.
- Advanced knowledge of computer software applications in spreadsheet applications and word processing; knowledge of office procedures and equipment.
- Ability to research, analyze and interpret data; compile and present reports of findings and recommendations.
- Ability to work effectively under time constraints to meet deadlines.

WORKING CONDITIONS:

- Light physical effort required to perform duties under typical office conditions.
- Work requires use of hands, sitting and talking/listening, standing, walking, stooping, kneeling, crouching and/or reaching with arms and hands.
- Occasional lifting of up to 30 pounds is required.
- Requires the use of a computer and operation of standard office equipment.
- Requires reading routine and complex documents both in print or electronically.