

Position Summary:

Responsible for a variety of routine to complex clerical and administrative duties providing support services to the Town Administrator and Board of Selectmen; other related work as required.

Supervision Received:

Works under the supervision and administrative direction of the Town Administrator; work generally requires minimal supervision with unusual situations referred to supervisor.

Essential Duties and Responsibilities:

Performs routine duties that follow well defined procedures. Work requires attention to detail involving significant measure of judgment and initiative but generally within established procedures. Frequent contact with other departments, employees, and the general public obtaining and furnishing information; contacts require courtesy and tact. Requires broad knowledge of town operations. Has access to wide variety of department and town confidential information.

General duties and responsibilities:

1. Oversee the daily operation of the Selectmen's Office:
 - a. Performs clerical and administrative duties including customer service work for the Town Administrator's Office; prepares documents and correspondence, answers telephones, and meets with visitors; attends meetings of the Board of Selectmen, takes and prepares minutes of the meetings and executive sessions; submits minutes to Town Clerk and town website after approval by the Board of Selectmen.
 - b. Responds to inquiries, requests, and/or complaints from the public in person, on the telephone, through email and in writing; or refers individual to the appropriate individual for assistance as needed.
 - c. Maintain the confidentiality of the matters that come before the Board that require or deserve this confidentiality and discretion.
 - d. Establish uniform office procedures and prioritize office workload to ensure the timely completion of multiple tasks.
 - e. Prepare the office payroll and process bills for payment through bi-weekly warrant. Ensure the tracking and monthly reconciliation of Selectmen budget line items.
 - f. Supervise office purchases, including custodial supplies, and paper for building copiers.
 - g. Maintain Selectmen files.

2. Licensing:
 - a. Develop procedures for processing license applications, ensuring compliance with all state and local regulations and Selectmen policies.
 - b. Provide information to license holders on the documentation required and the process that must be followed.
 - c. Meet with license holders to review submitted information, etc. prior to processing the application and presenting it to the Board of Selectmen for action.
 - d. Ensure all pertinent departments are notified of applications, new issues or renewals.
 - e. Prepare licenses for signature by the Board of Selectmen.

3. Appointments/Resignations to various Boards/Committees:
 - a. Notify the Town Clerk in writing of appointments and resignations.
 - b. Maintain an official list of current appointed Town officials.

4. Selectmen Meetings:
 - a. Post all Selectmen meetings scheduled, cancelled or changed.
 - b. Prepare meeting folders for Selectmen-folders contain pertinent materials for issues to be discussed or considered by the Board.
 - c. Ensure that all procedures are followed for public hearings and legal requirements are met (i.e. notification of abutters, advertisement in newspaper, etc.)
 - d. Attend and take minutes of Selectmen meetings for permanent legal record. All action and specific information on votes taken must be a part of the recorded transcript.
 - e. Maintain confidentiality of all executive sessions.

5. Town Meetings/Annual Report:
 - a. As deemed necessary, research in preparation for proposed town meeting articles.
 - b. Prepare the posted Town Meeting warrants.
 - c. Receive annual reports from various town departments and outside agencies and incorporate them into one complete formatted document for the printer.

6. Other:
 - a. Compose correspondence generated by the Board's actions or as necessary to address questions and/or issues.
 - b. Conduct research as instructed by the Town Administrator.
 - c. Undertake special projects as assigned by the Town Administrator.

Desired Minimum Qualifications:

Education and Experience:

A High school diploma or GED with two to three years experience in a responsible clerical or administrative position; experience in serving the public recommended; experience in a municipal government setting highly desirable; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of general office procedures and skill required in the performance administrative and clerical duties. Working knowledge of Microsoft Office. Ability to deal with the public in a diplomatic and efficient manner. Ability to communicate clearly and concisely in person and by phone. Ability to establish and maintain effective working relationships with town officials and department employees. Ability to organize time and work independently. Ability to accomplish tasks within established time frames. Ability to maintain accuracy in record keeping.

Tools and Equipment Used:

The position requires the ability to operate standard office equipment including but not limited to: personal computer programs, spreadsheets and word processing software, telephone, calculator, fax machine, postage machine and copy machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to sit, stand, bend, reach, squat, twist, kneel and push and pull objects. The employee must be able to speak and hear. The employee is frequently required to use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work under typical office conditions. The noise level in the work environment is generally low to moderate due to office equipment, employees and the general public.

Work Schedule:

The work schedule is fairly regular with periods of extreme activity at times. Work is moderately paced but can be very demanding and fast paced at times. In general the position requires approximately 32 hours per week, in addition to evening hours for Selectmen meetings.

Selection Guidelines:

The interview process will be conducted by the Town Administrator and it is an appointed position through the Board of Selectmen.

Summary:

The duties listed above 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. The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.