

**TOWN OF BLANDFORD  
POSITION DESCRIPTION**

**Position Title: Administrative Assistant**

**Post Date: September 28**

**Submission Deadline: October 26, 2018 at 5:00 PM**

**Position Summary:**

The Administrative Assistant will provide complex clerical and administrative support services to the Town Administrator and the Board of Selectmen. The Assistant works closely with the Town Administrator to ensure the effective and efficient delivery of Town services. The position has access to considerable confidential and sensitive information, requiring the application of a sophisticated level of judgment. Errors could result in significant confusion and delay, continuing adverse effect on the Town's ability to deliver services, loss of municipal revenues, improper disclosure of confidential information, legal and financial repercussions, and/or adverse public relations.

**Supervision Received:**

Works under the general supervision and administrative direction of the Town Administrator and the Board of Selectmen. The employee is required to exercise independent judgment and initiative; 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. Assists the Town Administrator as directed on a variety of administrative issues; completes special projects as assigned. Has access to wide variety of department and town confidential information.

**General duties and responsibilities:**

1. Assist the Town Administrator with daily operations on behalf of the Board of Selectmen:
  - a. Performs clerical and administrative duties including customer service work; 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. 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.
3. 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.
4. Town Meetings/Annual Report:
    - a. As deemed necessary, research in preparation for proposed town meeting articles.
    - b. Assist the Town Administrator in preparation for Town Meetings and 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.
5. 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 and/or the Board of Selectmen.
    - c. Undertake special projects as assigned by the Town Administrator and/or the Board of Selectmen.

**Desirable Qualifications:**

Education, Experience, Other:

- Associate Degree, Bachelor's Degree preferred with two to three years experience in a responsible clerical or administrative position.
- Experience in serving the public is desired; experience in a municipal government setting highly desirable.
- Any equivalent combination of education and experience.
- Valid Massachusetts Driver's License.

### Minimum Knowledge, Skills and Abilities:

- Knowledge of the Massachusetts General Laws as they apply to municipal operations.
- Comprehensive knowledge of the functions of municipal government.
- Thorough knowledge of Open Meeting Law, Public Records Law, State Ethics Law, and Procurement laws required at or soon after commencement of employment.
- knowledge of: the interaction between local, state, and federal government; business administration practices and general office procedures; information systems; and municipal budget.
- Ability to communicate effectively and professionally with, and establish and maintain cooperative relationships with: Town officials, boards, committees and commissions, employees and staff; federal, state, and regional governmental representatives; officials and staff from other municipalities; community leaders, and local civic and social organizations; and the public.
- Strong interpersonal skills, and a high degree of motivation, initiative, and resourcefulness.
- Ability to communicate effectively in written and oral form.
- Ability to work in high pressure situations, as necessary, and deal effectively with frequent interruptions.
- Good organizational skills, detail oriented, and able to work independently.
- Ability to handle multiple tasks, prioritize effectively, and meet deadlines.
- Proficiency in word processing and spreadsheet software (such as MS Word and Excel).
- Honesty, reliability, discretion, and good judgment essential.

### 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 19 hours per week, in addition to evening hours for Selectmen meetings.

Salary:

\$15 to \$18 an hour - wage commensurate with experience. Non-benefited.

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.

How to Apply:

Applications are preferred electronically. Please send resume with a cover letter and 3 professional references addressing the job requirements to the Town Administrator, email address: [administrator@townofblandford.com](mailto:administrator@townofblandford.com). Submitted applications are to be to the attention of Joshua A. Garcia, Interim Town Administrator, Town of Blandford. Please combine all your documents in a single pdf file, if possible. Closing date for all applications is October 26, 2018 at 5:00 PM - position will remain open until filled.

The Town Administrator will review applications immediately after submission deadline date. Should you have any questions regarding this opportunity, please contact Joshua A. Garcia at 413.848-4279 or [administrator@townofblandford.com](mailto:administrator@townofblandford.com).