

SELECTMENS OFFICE

Part-Time Administrative Assistant

Weekly Hours: TBD	Hourly:	Non-Union: X – Employment Contract
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Position Overview:

This is a part-time/temporary position. The Administrative Assistant provides assistance and administrative support to the Board of Selectmen and the Town Administrator as assigned and directed by the Board. Work requires the application and knowledge of municipal organizations and programs in meeting a wide variety of problems involving continual public and interdepartmental relations. Performs regular duties on own initiative, exercising a high degree of judgment and tact.

Supervision Received:

The Administrative Assistant reports to the Town Administrator and the Board of Selectmen. The Administrative Assistant is evaluated through conferences, work performance, reports and program results.

Supervision Exercised:

None.

Principal Duties & Responsibilities:

Except as specifically noted, the following functions are considered essential to this position.

The Administrative Assistant provides Administrative Support to the Board of Selectmen, Town Administrator, Welfare Administrator, Finance Director, Highway Agent, Budget Committee, Trustees of the Trust Funds and Forestry Committee, Cemetery Department as needed.

Administrative Support to include but not limited to:

- Typing any correspondences, proclamations, advertisements;
- Filing both electronic and hardcopy;

- Posting of Agendas minutes, any and all meeting-related documents;
- Responsible for incoming calls to main number and selectmen's office – Route call appropriately in an efficient, friendly manner;
- Initial intake for customer inquiries, issues, problems, concerns – Communicate any issues or complaints in a timely fashion with BOS and Town Administrator;
- Initial intake for Welfare Administrator – Copy identification, distribute application, initial interview with client to assess situation;
Maintain Welfare Assistance log;
- Assist with correspondences.
- Assist BOS in adhering to SB2 Important Dates for the Annual Town Meetings and Reports, etc.;
- Requires checking and logging in deadlines and dates for postings, meetings and distribution of reports to adhere to legal requirements;
- Coordinate the set up for Deliberative sessions for both school and Town;
- Requires communication and cooperative effort with Town Moderator, School Moderator and Town Clerk;
- Maintain Help Desk for facility issues and minor support issues. Make service calls to facilitate repairs;
- Assist departments as needed with computer or facility issues that can be rectified without using a vendor;
- Responsible for the advertising and posting of RFP's, Bids, Employment, and applicable notice of hearings;
- When applicable, post in newspapers, post on website, PTV and other free websites as needed;
- Coordinate dates and length of postings with local newspapers;
- Maintains the community calendar and conference room calendars;
- Verify that website is kept current and material is useful and easy to find;
- Assists the Finance Director as requested;
- Maintain files both hard copy and electronic;
- Administrative Assistant responsibilities to include equipment maintenance, supplies inventory and ordering, scheduling and calendar maintenance.

Qualifications & Skills:

- Practical work experience in a related field is preferred.
- Must have the ability to exercise independent judgment, ability prioritize and organize;
- Must be self-motivated and have initiative;
- Needs to possess the ability to work cooperatively with diverse groups;
- Possess the ability to effectively and professionally handle customer complaints;
- Can project the ideals of the Town Government and its Officials;
- Pays attention to detail;
- Knowledge of modern office equipment, including computers;
- Ability to read and interpret Town ordinances and bylaws;

- Ability to plan, organize, coordinate assignments;
- Ability to keep accurate records and to effectively communicate verbally and in written form.

Minimum Qualifications & Skills Required:

- A high school diploma or the equivalent;
- Extensive knowledge of Microsoft Office software to include but not limited to Word, Excel, PowerPoint, Outlook and Access;
- Experience in an administrative capacity;
- Possess a valid driver's license;
- Must be reliable and dependable;
- Must be courteous and punctual;
- Must be professional in appearance;
- Must be customer service oriented professional;
- Ability to make entries in and maintain logs, and complete basic reports;
- Ability to establish and maintain effective working relationships with other Town officials, Town employees, State and Federal authorities, subordinates, contractors, and the general public;
- Or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Physical Activity/Cognitive/Sensory Requirements:

- May be regularly required to exert physical effort, e.g., lifting and carrying heavy materials (over 20 lbs.).
- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and receiving information.
- Sight: Necessary for doing job effectively and correctly.

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties as agreed/negotiated to meet the ongoing needs of the department and/or Town of Pelham.*