



Job Title: Assistant to the Town Manager  
Department: Town Administration

FLSA Designation: Non-Exempt  
Pay Classification: 16

## 1. JOB SUMMARY

- 1.1 This position provides technical administrative, managerial and clerical assistance to the Town Manager.

## 2. MAJOR DUTIES

- 2.1 Assists the Town Manager in gathering operational materials and preparing for meetings; updates and disperses action items from Selectboard and Department Head meetings; prepares Selectboard meeting agendas; attends evening Selectboard meetings and records and summarizes Selectboard minutes for official public record.
- 2.2 Coordinates all human resource management operations including maintenance of all employee records, processing of new hires, answering employee human resource questions and processing of open enrollments.
- 2.3 Provides information and assistance to visitors, takes messages, schedules appointments, resolves daily internal operations issues and problems and answers the telephone.
- 2.4 Develops draft Town administration budget for Town Manager's review.
- 2.5 Updates, develops and maintains the Town website.
- 2.6 Schedules the use of Town hall facilities; maintains calendar and coordinates bookings of public facilities.
- 2.7 Maintains a variety of hard copy and electronic records.
- 2.8 Prepares a variety of regular and special reports including the annual Town Report.
- 2.9 Performs related duties.

## 3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of operational management principles and practices.
- 3.2 Knowledge of Human Resource Management.
- 3.3 Knowledge of Department and Town policies and procedures.
- 3.4 Knowledge of employee and customer relationship principles.
- 3.5 Knowledge of Management Information Systems hardware and software.
- 3.6 Knowledge of conflict management.
- 3.7 Knowledge of legal municipal and state rules and regulations.
- 3.8 Skill in the analysis of problems and the development and implementation of solutions.
- 3.9 Skill in developing clear and precise reports.
- 3.10 Skill in oral and written communications.

## 4. SUPERVISORY CONTROLS

- 4.1 The Town Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## 5. GUIDELINES

- 5.1 Guidelines include town policies and procedures and job-related software manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

## **6. COMPLEXITY/SCOPE OF WORK**

- 6.1 The work consists of related administrative, managerial, clerical and public interaction functions. Frequent interruptions and the need for a wide variety of operational management skills contribute to the complexity of the position.
- 6.2 The primary purpose of this position is to provide both administrative and operational management assistance to the Town Manager. Success in this position contributes to the efficiency and success of a wide variety of Town operations.
- 6.3 This position requires a high level of interpersonal relationship and communication skills, for both Town employees and the public, in order to accomplish daily tasks and goals set by the Town Manager.

## **7. CONTACTS**

- 7.1 Contacts are typically with co-workers, elected and appointed officials, members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## **8. PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light or heavy objects.
- 8.2 The work is typically performed in an office.

## **9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 9.1 None.
- 9.2 Human resource management.

## **10. MINIMUM QUALIFICATIONS**

- 10.1 Knowledge and level of competency associated with completion of an associate's degree in business administration or management.
- 10.2 Sufficient experience to understand the basic principles of operations and human resource management relevant to the major duties of the position, usually associated with the completion of 3 to 5 years office management experience.