



Job Title: Administrative Assistant
Department: Town Administration & Public Works (shared)

FLSA Designation: Non-Exempt
Pay Classification: 12

1. JOB SUMMARY

- 1.1 This full-time position provides technical administrative, customer support, and clerical assistance to the Office of the Town Manager (Town Administration) and to the Department of Public Works. Job duties and time are divided roughly in half between the two departments.

2. MAJOR DUTIES

Department of Public Works

- 2.1 Performs administrative duties to assist with preparation of department contracts for projects such as roads, bridges and buildings.
- 2.2 Prepares public notices and bid advertisements.
- 2.3 Assists with grant compliance and reporting.
- 2.4 Maintains computerized records to ensure accurate payments and to monitor spending.
- 2.5 Tracks fleet maintenance costs and logs vehicle repairs.
- 2.6 Prepares work orders, log and file.
- 2.7 Schedules staff training and maintains training records.
- 2.8 Prepares department timesheets for Director's review.
- 2.9 Performs administrative duties to assist Director with preparation of reports such as fuel inventory, UST annual inspection and monthly department reports.
- 2.10 Prepares and analyzes statistics to aid in budget preparation.

Town Administration

- 2.11 Assists the Town Manager in gathering operational materials and preparing for meetings; updates and disperses action items from Selectboard and Department Head meetings; prepares and posts Selectboard meeting agendas and packets; has access to confidential and sensitive information.
- 2.12 Updates, develops and maintains the Town website, including posting agendas, packets, minutes, and personnel changes.
- 2.13 Schedules the use of Tracy Hall facilities; maintains calendar and coordinates bookings of public facilities.

General

- 2.14 Provides information and assistance to visitors, takes messages, schedules appointments, and answers the telephone.
- 2.15 Maintains a variety of hard copy and electronic records.
- 2.16 Maintains and orders office supplies.
- 2.17 Performs related duties.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of Department and Town policies and procedures.
- 3.2 Knowledge of employee and customer relationship principles.
- 3.3 Knowledge of computers and job-related software programs (Microsoft Office software).
- 3.4 Basic budgeting skills.
- 3.5 Skill in the use of a two-way radio.
- 3.6 Skill in the analysis of problems and the development and implementation of solutions.
- 3.7 Skill in the preparation of clear and precise reports.

- 3.8 Skill in oral and written communications.

4. SUPERVISORY CONTROLS

- 4.1 The Administrative Assistant works under the supervision of the Town Manager and is assigned work by the Town Manager and the Department of Public Works Director.

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 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's Office and the Department of Public Works. 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, to accomplish daily tasks and goals set by the Town Manager and Director of Public Works.

7. CONTACTS

- 7.1 Contacts are typically with co-workers, elected and appointed officials, and 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.
- 8.2 The employee occasionally lifts light or heavy objects.
- 8.3 The work is typically performed in an office.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 None.

10. MINIMUM QUALIFICATIONS

- 10.1 High school diploma or equivalent required.
- 10.2 At least one year of experience in office/administrative work is desired.
- 10.3 Must demonstrate excellent judgment, decision making, customer service, and communication skills.

Effective Date: March 30, 2023