



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

FLSA Designation: Non-Exempt  
Pay Classification: 12

## **JOB SUMMARY**

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.

**DUTIES AND RESPONSIBILITIES** – majority of duties, but not meant to be all-inclusive or prevent other duties from being assigned as necessary.

### Department of Public Works

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

### Town Administration

- 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.
- Updates, develops and maintains the Town website, including posting agendas, packets, minutes, and personnel changes.
- Schedules the use of Tracy Hall facilities; maintains calendar and coordinates bookings of public facilities.

### General

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- High level of interpersonal relationship and communication skills to engage with Town employees and the public.
- Ability, with support from supervisor, to manage workflow in a dynamic working environment with frequent interruptions.
- Knowledge of Department and Town policies and procedures.
- Knowledge of employee and customer relationship principles.
- Knowledge of computers and job-related software programs (Microsoft Office software).
- Basic budgeting skills.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise reports.
- Skill in oral and written communications.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT** - that are commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- 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.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- 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.
- This position does not have supervisory or management responsibilities.

## **MINIMUM QUALIFICATIONS**

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

## **DISCLAIMERS**

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.