

## **TOWN ADMINISTRATOR/BOS EXECUTIVE ASSISTANT**

### **DEFINITION**

Position is responsible for serving as confidential assistant to the Office of the Town Administrator (TA) and the Board of Selectmen (BOS), providing multi-faceted administrative support in connection with the day to day operation of the office and with special projects as required.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Serve as the confidential assistant to the Town Administrator performing a wide variety of administrative duties in connection with the daily operation of the office.
- Serves as the confidential assistant to the Board of Selectmen. Prepares Selectmen agendas and informational packets, maintains meeting files, attends meetings of the Board of Selectmen, transcribes minutes and assures proper and timely postings of meetings.
- Assists with preparation of documentation including policies, contracts, budget, and capital requests.
- Publishes and maintains content on the website.
- Assists in the administration of Human Resources including posting and advertising job vacancies, preparation of communications to applicants; assists in preparation for collective bargaining by conducting wage and benefit surveys.
- Act as the Criminal Offender Record Information (CORI) representative
- Serves as a contact to the general public, fields incoming calls, provides information and assistance on matters not requiring the personal attention of the Administrator; makes appropriate referrals.
- Acts as liaison for the TA and BOS with Town departments and the public. Responds to and follows up on requests for information or assistance from employees, vendors, and members of public.
- Manages license renewals and new license applications in compliance with Massachusetts General Laws and Town bylaws for alcoholic beverages, common victuallers, new and used auto dealers, gravel removal and others required by the Town.
- Acts as liaison between employees and the IT vendor, coordinates installation and upgrades for aging computers and infrastructure.
- Works with vendors to coordinate facility needs relative to cleaning and janitorial.
- Manages special projects as assigned by the Town Administrator.
- Compiles Town-wide data for the Annual Town Report; develops and completes the document for publishing
- Tracks departmental expenditures and accounts payable; records and balances expenditures.

- Assist with coordinating Town Administrator appointments and reappointment of the appointed office holders.

## **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

## **ACCOUNTABILITY**

The nature of the work means that errors in administrative work are not easily detected. Consequences of errors, including inaccurate information, could impact other departments and result in monetary loss, legal repercussions; and negatively affect the reputation of the Office of the Town Administrator and Board of Selectmen.

## **JUDGMENT**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

## **COMPLEXITY**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise are required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

## **CONFIDENTIALITY**

Incumbent has access at the departmental level to a variety of sensitive and confidential information.

## **EDUCATION AND EXPERIENCE**

Associate degree or equivalent and from three to four years of experience in an office setting, preferably a municipality, or any equivalent combination of education and experience, required.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of overall municipal operations; various office software programs and equipment; and municipal budget process.

Abilities: Ability to plan and prioritize multiple ongoing tasks; ability to work in high pressure situations; ability to pay attention to detail; ability to maintain confidentiality.

Skills: problem-solving, verbal and written communication skills; interpersonal skills.

## **WORK ENVIRONMENT**

The work is performed in an office environment.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

The work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties involve largely mental rather than physical skills, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and viewing a computer monitor.