



## **Town of Sandisfield**

### **Administrative Assistant**

### **Job Description**

#### **Job Summary:**

Responsible for administrative and clerical work assisting the Town Manager and Select Board to ensure the efficient operation of the office, as well as work assisting various municipal departments; all other related work as required. Position works under the direction of the Select Board and Town Manager. Performs responsible duties requiring the exercise of judgment and initiative. Most work is performed independently.

#### **Work Environment:**

Work is performed under typical office conditions, with frequent interruptions from the general public and other town employees. The work environment is moderately quiet. The workload is subject to predicted fluctuations. The employee has access to town-wide confidential information, including personnel files, collective bargaining negotiations, bid documents, and lawsuits. Errors could result in delay or loss of service, monetary loss and /or legal repercussions.

#### **Essential Duties and Responsibilities:**

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

- Answers and screens phone calls; provides assistance to callers or makes appropriate referrals, as necessary; answers questions and furnishes information to the general public and to town employees. Operates all standard office equipment. Assumes day-to-day management of the office in the absence of the Town Manager.
- Conducts research assignments for the Select Board and Town Manager.
- Processes workmen's compensation injury report processing, doctors' notes, claim #, and insurance company information, all kept in a secure file.
- Maintains departmental files and records, correspondence and legal files; maintains files and processes documents related to bids.
- Performs secretarial duties, such as copying, faxing, emailing, and printing.
- Ensures the coordination of incoming and outgoing mail on a daily basis.
- Processes accounts payable vouchers for the Select Board Office and numerous other budgets; maintains book-keeping of accounts payable.
- May issue permits and applications, and collect fees; maintain record of fees and permits

issued, completes turnover schedule to Treasurer.

- Orders office supplies for the Select Board and Town Manager; responsible for scheduling maintenance of equipment.
- Assists in the preparation of agendas and materials for the Select Board and distributes information as necessary; participates in scheduling meetings/appointments for the Town Manager and Select Board.
- May attend meetings of the Select Board, as directed or required, recording and maintaining all motions and votes of the Board in accordance with legal requirements. Sets up video-conferencing equipment and remote meeting applications.
- Posts meetings in accordance with Open Meeting Law.
- Responsible for ensuring the accuracy of Select Board minutes prior to approval
- Prepares and files all approved minutes with the Town Clerk.
- Maintains an updated listing of the Select Board hearings or
- Processes actions taken by the Select Board and Town Manager from each meeting with follow-up if necessary.
- Assists Select Board and Town Manager with postings on the Town's website. Responsible for keeping of the website calendar and keeping the website updated.
- May provide clerical assistance to other town departments as needed; may be required to attend special meetings and work on special projects.
- Prepares schedules for business and liquor licenses.
- Handles all license applications within the parameters and time constraints mandated by the Massachusetts General Laws and, on liquor licenses, by the Alcoholic Beverages Control Commission, including new liquor licenses, annual renewal and revocation or suspension of licenses; all other related work as required and directed.
- Assists with the preparation of the annual budget and department expenditures. Assists with the preparation of annual reports. Prepares and maintains records of committee and individual appointments, maintains contact list of Town Government members.

## **Qualifications:**

Bachelor's degree or four years of post-high school training in business, public administration, public policy or a related field; and/or five years of progressively responsible administrative experience, preferably in a municipal setting; or an equivalent combination of education and experience.

## **Knowledge, Ability, and Skill:**

- Regular attendance and punctuality at the workplace is essential.
- Knowledge of office procedures, machines and technology, and ability to work with office computer applications; MS Office Suite applications at a minimum.
- Excellent organizational, secretarial, and computer skills. Ability to maintain, manage, and organize records.
- Working knowledge of town government and departmental operations.
- Handle problems and emergencies effectively. Ability to communicate clearly, both orally and in writing, and to prepare, type, and proofread reports as to form and logical flow.
- Exercise discretion and maintain confidential information.

- Work professionally with other town employees and officials.
- Work effectively under time constraints.
- Excellent communication skills. Ability to meet and interact with the general public effectively and appropriately. Contacts with the public require considerable patience and courtesy.

### **Physical Requirements:**

- Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak, listen and use hands to operate equipment.
- The employee may be required to lift objects weighing up to 20 pounds.
- Vision requirements include the ability to read routine documents and use a computer.