

**Part-Time Administrative Assistant**  
**Board of Selectmen/Zoning Board of Appeals**

**Definition**

This combined position provides full time coverage for two positions that are each only funded part time (20 hrs/15 hrs).

**Board of Selectmen**

Responsible, routine to complex, administrative and secretarial work in providing support services to the Town Manager and Assistant Town Manager and the office of the Board of Selectmen; all other related work as required.

**Supervision**

Works under the general direction of the Assistant and Town Manager.

Performs varied and responsible functions requiring comprehensive knowledge of departmental operations and the exercise of judgment in responding to inquiries, in dealing with the public, and in administering the functions of the office, in accordance with established departmental policies and standards.

**Job Environment**

Work is performed under typical office conditions; work environment is fast paced.

Operates computer, telephone, copier, fax and other standard office equipment.

Makes frequent contact with Town officials, Town employees and the general public, requiring patience, tact and discretion; resolves customer service requests.

**Essential Functions**

(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.)

Acts as an information source for the general public and other town departments, in person and by telephone.

Schedules appointments for/with the Town Manager and Assistant Town Manager; schedules and arranges various staff meetings; takes messages and routes calls; receives and responds to complaints; refers complaints to appropriate department heads or other entities for action. Keeps Town Manager, Assistant Town Manager and Board of Selectmen informed of upcoming meetings and events.

Composes routine correspondence; takes dictation; transcribes material from tapes; prepares documents; routes mail; attends Board of Selectmen meetings whenever necessary; reserves meeting rooms.

Establishes and maintains subject matter files, including confidential materials, and uses judgment in revising filing system as needed. Updates website calendars.

Orders supplies for Board of Selectmen's office and copy machines, custodial supplies for Town Office Building, and maintains inventory control.

Prepares licenses and permits and notification to licensees relative to renewals as they arise; keeps records of all licenses and permits; collects monies and submits to Treasurer/Collector each month.

Prepares vouchers for all expenditures and payroll under the jurisdiction of the Board of Selectmen.

Works on special projects as assigned; performs similar or related work as required or as situation dictates.

### **Zoning Board of Appeals**

#### **Essential Functions**

Comprehensive knowledge of Zoning By-Laws; set up yearly meeting schedule and attend all ZBA meetings; responsible for recording minutes of meetings, posting agendas and minutes at the Library and on the Website; ability to work independently; communication with ZBA members; set up monthly agendas and post with Town Clerk; assist applicants in the petition filing process; assist the public with zoning inquiries; prepare newspaper ads for ZBA petitions; send newspaper ads and decision letters to abutters; provide Board members with petition information for their review prior to meetings; responsible for filing decision letters with the Town Clerk; collection and turnover of ZBA fees to Treasurer; compile data and prepare Annual Report; order office supplies; maintain ZBA card file and petition files; prepare vouchers and payroll.

#### **Recommended Minimum Qualifications**

##### **Education and Experience**

Associate's Degree in secretarial science, business, office management or related field; three years of progressively responsible experience in administrative work or office management; or an equivalent combination of education and experience.

##### **Special Requirements**

A valid Massachusetts motor vehicle operator's license is desired.

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

Working knowledge of office procedures and machines. Familiarity with town government. Working knowledge of departmental operations and relationship with other town departments and offices.

Ability to maintain confidential information. Ability to maintain, manage and organize complex records. Ability to deal appropriately with Town employees, Town officials and the general public. Ability to prioritize work and handle many projects simultaneously.

Skill in word processing, spreadsheet applications and desktop publishing. Good organizational skills. Skill in shorthand or note taking.

**Physical Requirements**

Physical effort demanded when performing functions under typical office conditions. Ability to operate a keyboard at efficient speed, and to sit at a computer for long periods. Specific vision requirements include close vision and the ability to adjust focus.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)