

<b>Job Title:</b> Executive Assistant to Board of Selectmen/Town Administrator	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Town Administrator	<b>Department:</b> Board of Selectmen	<b>Grade:</b> 6 (CBA)
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b>
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

## TOWN OF STERLING

### EXECUTIVE ASSISTANT TO THE BOARD OF SELECTMEN/TOWN ADMINISTRATOR

**Statement of Duties:**

Highly skilled administrative, secretarial, clerical and supervisory work in assisting the Board of Selectmen and Town Administrator in discharging the duties of their office; all other work as required.

**Supervision:**

Works under the administrative direction of the Town Administrator. Generally establishes own work plan and priorities, to complete route work assignments. New or unusual assignments may require additional instruction and supervisory review.

Performs varied and responsible complex functions requiring a thorough knowledge of departmental operations.

Exercises considerable judgment and initiative supervising subordinates, in coordinating the activities of the Selectmen's Office and in assisting the Town Administrator and in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

**Job environment:**

Most work is performed under typical office conditions. Operates computer and general office equipment, such as a personal computer, calculator, copier, facsimile machine and telephone.

Makes frequent contact with officials, department heads, other employees, and state, federal and local agencies. Also makes regular contact with the general public, in-house personnel and vendors doing business with the department. Contact is by telephone, in person and correspondence and personal meetings.

Has access to highly confidential information, personnel records, bid proposals, reports and personal information regarding citizens receiving services from the department. Has access to litigation and billing documents, and to confidential communication between the Selectmen/Town Administrator and legal counsel, department heads and citizens, employees and other outside agencies.

Errors in the application of established departmental procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

**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 logical assignment to the position.*

Assists the Town Administrator in fulfilling his/her responsibilities. Coordinates activities of the Town Administrator with others. Serves as a sounding board for the Town Administrator on various issues. Provides any information to the Town Administrator which may be helpful in accomplishing his/her duties. Assists Town Administrator on policy matters and offers advice on all matters affecting Selectmen operations.

Provides assistance to individual members of the Board of Selectmen as required. Has frequent encounters with selectmen and is responsible for addressing their needs and questions as they arise in the absence of the town administrator.

Administers Selectmen's payroll and bills payable, maintains personnel records, overtime and leave accruals (sick and vacation). May prepare monthly vouchers as assigned.

Answers inquiries, routes requests and addresses complaints from the general public, providing information and making referrals to the Town Administrator and other departments as necessary. Explains procedures, regulations and/or policies based on knowledge of Town Government. Must use initiative in providing assistance.

Gathers background information on issues, as directed. As requested, researches operations of Town government. Provides special events coordination. Will be assigned special projects as project manager.

Provides clerical support to the Board of Selectmen, preparing agenda information and gathering background files for action items; prepares all necessary correspondence and follow-up actions resulting from Board meetings.

Prepares minutes of all Board meetings for approval. Posts meetings as required under Open Meeting Law. Maintains all office files and records; and coordinates use of Town Hall with the Town Clerk.

Has access to highly confidential information personnel records, bid proposals, reports and personal information regarding citizens receiving services from the department. Has access to litigation and billing documents, and to confidential communication between Selectmen/Town Administrator and legal counsel, department heads and citizens, employees, and other outside agencies.

Administers procedures for licenses under jurisdiction of Board of Selectmen, reviewing applications for completeness, scheduling and posting hearings, preparing approvals for appropriate signatures and issuing approved licenses; maintains records of all licenses issued by the Board; mails renewal reminders, receives fees and maintains accounting records.

Assists the Town Administrator, Human Resources Administrator, and Finance Department with personnel matters. Administers Selectmen's payroll and bills payable, maintains personnel records, overtime and leave accruals (sick and vacation).

Familiar with Town bylaws, particularly the personnel bylaws, as well as other policies and current legislation which may affect the Town operations.

Assists in the preparation of official document such as the town hall budget, documents for appointments to boards, committees, and commission, department activity reports and official correspondence to ensure accuracy and compliance with local and state laws and policies.

Initiates, coordinates and finalizes preparation of all liquor licensing that falls under the jurisdiction of the Selectmen, reports to Alcoholic Beverage Control Commission and maintaining ABCC quotas.

Coordinates repair and maintenance of the office machines and ensures that town hall supplies are ordered and kept up to date.

Responsible for attending Selectmen meetings and typing meeting minutes for the Selectmen. This includes the Selectmen's executive session minutes, all of which involve confidential information.

Oversees clerical staff in maintaining detailed and accurate records pertaining to the operations of the town hall: may oversee and post to various department accounts according to standard office procedures; performs basic arithmetic computations to maintain record of fees collected.

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

### **Education and Experience**

High School Degree or an Associate degree in accounting or bookkeeping with a Bachelors degree preferred; three to five years of responsible clerical/accounting experience with supervision required or any equivalent combination of required education and experience.

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

**Knowledge:** Thorough knowledge of office practices, office procedures, office terminology, and equipment. Working knowledge of state laws, local bylaws and town government procedures. Working knowledge of applicable office and financial software programs.

**Ability:** Ability to interact in a positive and effective manner with employees and the general public. Ability to communicate effectively, orally and in writing. Ability to use a personal computer and related office software. Ability to maintain detailed and accurate records and to execute oral and written instruction in a precise manner.

**Skill:** Excellent planning and organization skills. Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment an integrity and able to maintain effective staff and community relations. Skill in typing. Experience with work processing and spreadsheet computer skills. The ability to work and exercise sound judgment with minimal supervision.

### **Physical Requirements**

Minimal physical effort generally required in performing administrative, counseling duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. The employee is frequently required to use hands to finger, handle, or feel equipment and to reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision and to adjust focus.