

**SENIOR EXECUTIVE ASSISTANT TO SELECT BOARD
AND TOWN ADMINISTRATOR**

STERLING, MA

Position Purpose:

Performs highly responsible executive administrative duties assisting the Town Administrator and Select Board in the daily operation of the office. Performs all other related work as required.

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.

- Assists the Town Administrator and the Select Board with administrative functions in the daily operation of the office; prepares correspondence and reports; schedules appointments and meetings and maintains and updates records and files.
- Responsible for the preparation and distribution of the Select Board agenda and information packet, and posts both on Town website.
- When required, prepares agendas and packets for Select Board meetings; attends meetings maintains official minutes of all meetings as required by law.
- Prepares, maintains, and updates documentation for all Select Board and Town Administrator board/committee appointments.
- Oversees the issuance and renewal process for annual licenses and special permits issued by the Select Board.
- Responds to inquiries, requests, and complaints from the public, employees, and town departments. Provides information and assistance to outside agencies and officials as requested.
- Monitors office budget expenditures, ensures compliance with budget restraints and for the proper allocation of funds.
- Conducts research projects as required by the Town Administrator, analyzing best practices and suggests actions to be taken.
- Administers the Senior Work-off program which includes documentation of hours worked for each participant and yearly payroll submissions.
- Provides Human Resource staff report.
- Provides technical assistance pertaining to the town website and is the key contact.
- Responsible for Volunteer Board Appointments and renewal data on board members.
- Schedules public hearings throughout the year for matters involving the Select Board and adheres to timetables for compliance with town and state requirements.
- Maintains and updates confidential files, such as legal and personnel information.
- Prepares payroll, bills, and weekly warrants for the Select Board, and submits to Finance Department for processing. Maintains and updates financial records and monitors office budget expenditures.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in Business Sciences; Bachelor's Degree desired; five to seven years of business administration experience in a municipal environment; or an equivalent combination of education and experience.

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Knowledge, Ability and Skill:

Knowledge: Knowledge of standard office practices and procedures. Significant knowledge of municipal government, laws, and regulations. Knowledge of Town bylaws, policies, and procedures. Knowledge of office equipment and the operation of computer software applications.

Ability: Ability to maintain confidential information. Ability to work independently and prioritize tasks. Ability to organize and maintain records, and the ability to communicate effectively verbally and in writing. Ability to perform multiple tasks simultaneously.

Skill: Excellent written and verbal communication skills. Excellent organizational skills. Proficient computer skills utilizing a variety of software applications including Microsoft Office and Excel and Access. Skill in maintaining confidentiality.

Physical Requirements:

The physical demands described here 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 the essential functions.

While performing the duties of this job, minimum physical effort is generally required to perform duties in typical office conditions. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects and equipment. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs responsible duties which require independent judgment and considerable attention to detail and accuracy in carrying out operations.

Supervision Received: Works under the direction of the Town Administrator, and work is performed independently requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence in writing and email, and in person; frequent contact with town departments, boards and committees, vendors, contractors, state and federal agencies and other towns; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- The employee has access to confidential departmental information.
- Errors could result in delay or loss of services or have legal repercussions.

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.

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Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer