

Town of Plympton

Position Title: Administrative Assistant to the Board of Selectmen

General Statement of Duties:

This position provides administrative and clerical support to the Board of Selectmen and the Town Coordinator. Employee is expected to perform varied duties requiring knowledge of municipal operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures. In the absence of the Town Coordinator, serve as the central information resource and coordinator for the Board of Selectmen. It is expected that this position will evolve to include more human resource responsibilities.

This position requires a high level of responsibility, confidentiality, patience, tact and discretion. Employee has access to town-wide confidential records and information including personnel files, collective bargaining negotiations, bid documents, law suits and Board of Selectmen Executive Session minutes. Errors could result in loss or delay of service, monetary loss or have legal repercussions.

Position is currently 25-30 hours per week and includes attendance at evening meetings of the Board of Selectmen, Annual and Special Town Meetings and other meetings when deemed necessary.

Supervision:

Work is under the general direction of the Board of Selectmen and Town Coordinator, but without direct supervision; receiving only general instructions for specific assignments and occasionally specific instructions for a special project

Work Environment:

Daily work is performed under typical office conditions using standard office machines, filing systems and computers. Position includes frequent contact with the general public, other town departments and officials, outside agencies, other levels of government, lawyers and vendors. Communication is by means of personal contact, telephone and conventional as well as e-mail correspondence. Work for the Board of Selectmen meetings includes taking minutes in a televised public hearing forum.

Essential Functions: *The following essential functions or duties 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.*

1. For Board of Selectmen meetings
 - Prepare agendas and background information for meetings
 - Post meetings to comply with legal notice requirements
 - Record and transcribe minutes of regular meetings
 - Maintain confidential file of Executive Session meetings prepared by BOS Clerk
2. General Office work
 - Prepare memos and correspondence for the Board of Selectmen
 - Maintain files for the Board of Selectmen. Purge files as necessary and under approval by State
 - Prepare warrants for Selectmen accounts
 - Answer telephone, and assist anyone who enters the office
 - Maintain updated "Contact List" for Town website
 - Oversee various Town insurance policies, including professional liability, auto, general liability, and Police and Fire Department
 - Maintain list of Town owned vehicles
 - Distribute Town House mail
 - Go to post office to send or receive certified mailings
 - Purchase office supplies and toner for large copier. Oversee maintenance contract and schedule maintenance as necessary for office equipment
 - Order Town House maintenance supplies in coordination with custodian
 - Attend job-related seminars as necessary
 - Participate as member of Memorial Day Committee
 - Perform other similar or related duties, as required, or as situation dictates
3. For Permits and Licenses
 - Maintain list and schedule for various time-sensitive permits and licenses
 - Send renewal applications for annual permits and licenses including Common Victualler's, Alcoholic Beverage, Gravel and Class II/Auto Dealer
 - Process payments
 - Send executed and approved licenses to appropriate State agency
 - Complete Department of Revenue form online for approved licenses
4. For Annual and Special Town Meetings
 - Assist the Town Coordinator with typing and preparing warrants for Annual and Special Town Meetings
 - Type, prepare, edit, acquire necessary photographs and arrange printing of the annual Town Report, including coordinating all Town departments, boards and committees and the printing company
5. For Human Resources
 - Maintain official personnel files
 - Orient new employees
 - Administer employee health insurance, worker's compensation, employee assistance program, etc.
 - Act as Citizens for Citizens Program liaison

Recommended Minimum Qualifications:

1. Education and Experience:
 - High school graduate, college degree preferred
 - Two to three years office administration experience, preferably in a municipal setting; or an equivalent combination of education and experience

2. Knowledge, Ability and Skill:
 - Working knowledge of the Board of Selectmen's operations and related general government methods and procedures
 - Knowledge of office practices and procedures and office equipment
 - Ability to organize and maintain accurate clerical and statistical records
 - Ability to handle multiple tasks efficiently
 - Ability to handle frequent interruptions and periodic crises
 - Ability to deal tactfully and appropriately with the general public and to assist others in an effective manner
 - Ability to work effectively under time constraints to meet deadlines
 - Good communication and organizational skills
 - Computer proficiency (Word, Excel, Access and Outlook)
 - Skill in typing

3. Physical Requirements
 - Minimal physical effort and abilities generally required in performing duties under typical office conditions
 - Employee must occasionally lift and/or move objects or office supplies weighing 10 to 30 pounds
 - Able to operate a keyboard at efficient speed and to sit in a meeting or at a computer for long periods of time
 - Applicants, as well as position incumbents who are or who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis

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.

The Town of Plympton is an Equal Opportunity Employer and does not and will not discriminate in employment and personnel practices on the basis of race, sex, age, handicap, religion, national origin or any other basis prohibited by applicable law. Hiring, transferring and promotion practices are performed without regard to the above listed items.