

I. POSITION TITLE: **Administrative Assistant**

II. SUPERVISOR: The Board, Commission or Department, being served through its chair or Dept Head, directs work to achieve the requisite goals. In order to maximize optimum public service, the Executive Secretary oversees and accounts for the hours worked and the position's integration into the government of the Town.

III. GENERAL DESCRIPTION OF DUTIES: Clerical support for the assigned board, commission or department.

IV. DUTIES AND RESPONSIBILITIES:

- A. Serve the public courteously and responsively; maintain cooperative working relationships with town staff; and assist in general town duties.
- B. Maintain files, organization of appointments and meetings, type agenda, and attend all meetings of the Board/Commission/ Dept. and its subcommittees as necessary.
- C. Type all board/commission/department correspondence in a timely manner for review and approval.
- D. Handle mail, process receipts for payment to Treasurer and prepare billing review for board/committee/department.
- E. Maintain a reference library for research and educational materials for their board/commission/department and general public use.
- F. Assist the public with the filing procedures and board/commission/department questions.
- G. Other related duties as required.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Board/Department and with respect and confidentiality for the applicants and Board/Department.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board's/Department's practices and procedures; review changes in requirements with the Board/Department. Participate in continuing education through classes and conferences as determined by the Board/Department Head and in coordination with the Executive Secretary.

V. Supervisory Responsibilities: None.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of State laws and Town bylaws and practices as they relate to the responsibilities of the Board/Department.
- B. Ability to work with little day-to-day supervision.
- C. Ability to present public policy issues to the Board/Department Head in a clear and concise manner.
- D. Ability to communicate effectively with town employees, state and local officials, and the general public.
- E. Ability to perform routine to complex clerical operations.
- F. Skills in general office automation.
- G. Respect the privacy of co-workers and the public we serve.

(Over)

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade 6, Hours per Week (Varies by Board)

APPROVED BY: The Personnel Board: Date: 10/19/07 Chair: James Heene
REVIEWED BY: Board of Selectmen Date: 10/23/07 Chair: Wendy A. Dwyer
Conservation Comm. Date: _____ Chair: _____
Planning Board Date: _____ Chair: _____
