

I. POSITION TITLE: **Board Administrator**

II. SUPERVISORS: Town Administrator (in consultation with Chairperson of assigned boards.

III. GENERAL DESCRIPTION OF DUTIES:

- A. Provide administrative support to assigned board(s), commission(s), committee(s), or department(s). ("Board")
- B. Provide administrative support to the Town Administrator as assigned.
- C. Provide general administrative support to Town and public
- D. Perform varied, often complex, administrative work to discharge the duties of their assignments

IV. DUTIES AND RESPONSIBILITIES:

A. Support Boards

- a. Serve boards courteously and responsively; maintain files, organize appointments and meetings, type agenda; type all board correspondence in a timely manner for review and approval; attend all meetings of the board and its subcommittees as necessary.
- b. Maintain a reference library for research and educational materials for board and general public use.
- c. Prepare annual budgets in coordination with board, Town Accountant & Town Administrator.
- d. Assist the public with the filing procedures and board questions.
- e. Handle mail, process receipts for payment to Treasurer and prepare billing review for board.
- f. Assist with maintenance of the Town website by assuring all board meeting notices, agenda, final minutes of meetings, and regulations are posted on the website in a timely manner.
- g. Discharge other duties as required.

B. Assist the Town Administrator

- a. Orient/on-board new Board members and Chairs.
- b. Identify and evaluate training needs for, and requests of, board members and report these to the Town Administrator.
- c. Discharge other related duties as required.

C. Provide general administrative support to Town and public

- a. Maintain cooperative working relationships with town hall staff
- b. Assist in general town hall duties.

- c. Arrange back-up to cover absences for training or leave
- d. Coordinate meeting schedules as required to efficiently utilize Town Hall facilities.
- e. Foster communication among town staff & volunteers and applicants to improve service to the public while anticipating and eliminating potential process conflicts.
- f. Ensure familiarity with current laws and requirements as they pertain to Town's practices and procedures. Participate in continuing education through classes and conferences as determined by Board(s) and/or Town Administrator.
- g. Perform 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 or the Town and with respect and confidentiality for the applicants and board.

V. SUPERVISORY RESPONSIBILITIES: None

VI. SUPERVISION RECEIVED

This position reports directly to the Town Administrator.

VI. REQUIRED ATTRIBUTES

- a. Accountability to meet high standards
- b. Judgment, including data collection from multiple sources, analysis, evaluation, and decision making
- c. Ability to manage Complexity
- d. Interpersonal skills, especially ability to work well with, respect and communicate to a wide range of stakeholders
- e. Ability to respect and maintain confidentiality

VII. REQUIRED KNOWLEDGE AND SKILLS

- a. Knowledge of, and ability to stay current on, State laws and Town bylaws and practices as they relate to the responsibilities of the board.
- b. Ability to prioritize, track, and manage multiple tasks over the short and long term.
- c. Ability to perform routine to complex clerical, administrative and technical operations.
- d. Skills in general office automation; including MS Office Suite, Adobe Acrobat, document scanning, data management & editing electronic documents.
- e. Ability to present public policy issues to the board in a clear and concise manner.

- f. Ability to communicate effectively with town employees, state and local officials, and the general public.
- g. Strong interpersonal, organizational, problem solving, customer service and troubleshooting skills.
- h. Recognizable leadership qualities and maturity of judgment.
- i. Ability to work with little day-to-day supervision.

VIII. REQUIRED PHYSICAL, MOTOR AND VISUAL SKILLS

- a. Physical Skills: work involves sitting, standing, walking and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds. Work involves walking on uneven ground over undeveloped land.
- b. Motor Skills; Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as operating a motor vehicle, moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office/field equipment.
- c. Visual Skills: visual demands require routinely reading documents and computer/device screens for general understanding and analytical purposes.

IX. EDUCATION AND EXPERIENCE

Bachelor’s degree with at least two years of experience, in a municipal work environment, preferred; or any equivalent combination of education and experience.

VI I. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Hours per Week 20+

Position Description

APPROVED Unanimously by the Human Resources Board:	December 23, 2020
APPROVED Unanimously by the Board of Selectmen:	December 23, 2020

Positon Grade(s) **GRADE 8 Step 1 through GRADE 9 Step 3 commiserate with experience and abilities.**  
Possible progression from Grade 8 to Grade 9 with on-the-job certifications and advanced training. *Similar to Assistant Assessor, Harbor Master & BOH positons*

APPROVED Unanimously by the Human Resources Board:	December 23, 2020
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**Appendix - detailed duties:**

- Screens all incoming mail, inquiries, and visitors and responds appropriately to requests for information and assistance regarding board policies and procedures.
- Educates the public on the requirements of state & local laws pertinent to their board; assists property owners and agents (lawyers, architects, and builders etc.) in completing various forms and applications, including abutter's lists, affidavits of services, endangered species act, and other required documents.
- Processes all applications coming before the board according to state, town and board regulations and laws; consults with the Town Counsel concerning legal matters before the Board through the Town administrator; prepares all legal notices within the assigned deadline; drafts warrant articles for Town Meeting.
- Creates agendas for board meetings and hearing; attends meetings and hearings, takes and transcribes minutes, and prepares all documents for board approval, files approved minutes and other required documentation with the Town Clerk, meeting all deadlines.
- Researches applicable laws in connection with applications and permits
- Prepares educational material for the public regarding responsibilities under the Town's Bylaw and the applicable state law.
- Assists the board in preparing revisions to regulations, assists the board in applying for federal and state grant money.
- Prepares the department budget; requests all office supplies; monitors the expenditures of the department; prepares bills and processes payroll for the board; prepares department report for the town's Annual Town Report; records monies received by the department, submits receipts to the Treasurer.
- Performs related duties as required.
- Provides information and assistance to the public, board, developers, agents, and other interested parties regarding the interpretation, administration, and enforcement of town by-laws.
- Assists customers in the application process; reviews and processes applications, and provides analysis and information for board members and the public.
- Assists public in all aspects of applications before the board, including abutter's lists, plan reviews and narratives.
- Prepares for and attends board meetings, takes and transcribes minutes, prepares, records and files board decisions, and provides follow up as needed.
- Performs legal research as required to obtain supporting information for board issues; Reads law cases, professional journals and papers to stay current in the field, provides pertinent information to board members.
- Review applications presented to the board.
- Prepares and makes recommendations for exemptions
- Responsible for financial monitoring and analysis of the department budget; creates and administers department budgets and financial reports, processes department purchases and payroll.
- Maintains and updates department and files and records and prepares correspondence.