

- I. POSITION: **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 to 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 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.

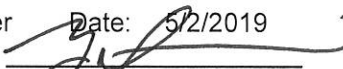
May 2, 2019

- 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.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade 6 \_\_\_\_ Hours per Week (varies by Board)

HARBOR ADMINISTRATIVE ASSISTANT – summary but not exclusive task list  
November 30, 2017, amended on May 2, 2019

- Monitor Town Hall for messages and paperwork – provide to Harbor Department for review and approval
- Review and process invoices with approval of Harbormaster, maintenance projects, management report
- Handle routine correspondence
- Seasonal Staff – monitor ethics test/training, Harpers's log, employment paperwork
- Enter any address changes for moorings/slips into database
- Mooring and slip renewals – (envelopes/mailling) – remind vendors to haul moorings before 1 Nov
- Print and collate forms (moorings, waiting lists, slips, waiting lists, commercial fisherman moorings)
- Order decals; send out decals letters and decals with instructions for proper application
- Review and compile a list of moorings and slips – enter into database, Insure that all paperwork is completely filled out
- Enter weekly revenue report (from Dockwa) into CashManagment system (Zobrio)
- Maintain a mailing list for all seasonal slip and mooring permit holders, to include email addresses
- Contact seasonal slip and mooring permit holders before November 15 to ensure accuracy of mailing list
- Maintain an up to date slip assignment list to be reviewed by the Harbormaster on November 15 of each ear
- Maintain up to date slip waitlists for each slip location
- Maintain up to date private mooring wait list
- Ensure all customers are sent a reminder to re-apply by November 15 each year
- Ensure all special mooring (aquaculture permit holders are send a reminder to reapply by November 15 of each year.

Approved by: Harbormaster \_\_\_\_\_ Date: 5/2/2019  
Harbormaster Ryan Rossi: 

Recommended by: Human Resources Board \_\_\_\_\_ Date: 5/2/2019  
Chairman: Jane Greene: 

Approved by: The Board of Selectmen \_\_\_\_\_ Date: 5/7/2019  
Chairman: Warren M. Doty 