

Town of West Tisbury, MA

POSITION: Administrative Assistant

DEPARTMENT: Board of Selectmen

Position Purpose:

This position provides administrative support for the Board of Selectmen and day-to-day office management and assistance to the Town Administrator. This position is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control; performs all other related work as required.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Town Administrator.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Interacts with other town departments, town businesses, the general public, and town officials.

Has access to department-related confidential and/or sensitive information, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

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.)

Answers phones, addresses concerns, directs calls to the appropriate department, follows up on issues, and takes messages for the Town Administrator or other staff.

Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person. Oversees the day-to-day office management of the Town Office including the processing of mail and the distribution of documents.

Assists with the Town Census, responsible for the updating, printing, and mailing of the census; conducts follow-up calls for unreturned census; prepares annual street list.

Issues a variety of licenses and permits to include dog licenses, fishing, business, burial permits, storage of gasoline and flammables, raffle/bazaar permits; collects and records all related fees.

Enters data into G.E.O to produce Fire Alarm Inspection application, notifies the Fire Inspector, follows up regarding the status, files completed applications, compiles payment for Treasury and generates an applications report.

Prepares formats and administers official documents. This requires making copies, distributing to appropriate department heads and filing appropriately.

Compiles and analyzes bi-monthly billing folder for the Town Administrator, tracks and updates an Excel list of all bills submitted by Selectmen and the Town Administrator.

Composes and files correspondence as required; types vouchers, invoices, account statements, reports, and other records.

Attends and administers Board meetings in the absence of the Board Administrator.

Issues appointment letters per the director of the Town Administrator, tracks all changes and updates information in order to monitor new, expiring, or relinquished Selectmen's appointments,

Orders office and cleaning supplies for all departments within the Town Office and orders maintenance and service for all equipment including: fax machine, copiers, and postage meters.

Responsible for the dissemination of all information pursuant to the State Public Records Law and provides information on local, state and federal government to the public.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Degree required, Associate's or Bachelor's Degree preferred; 2 - 4 years of Administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination of education and experience.

Special Requirements:

A valid Massachusetts motor vehicle license is required.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the municipal administration process, basic knowledge of the functions of municipal government, basic understanding of the interaction between local government, state

government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organization skills; excellent written and verbal communication skills; excellent computer skills including MS Office applications. Skill in the use of the above mentioned equipment

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.

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to 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. Occasionally lifts/moves objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)