

**Executive Assistant to the Select Board
Town of Scituate**

This position is a 40 hour/week benefited position with the Town of Scituate's Select Board and Town Administrator's Office. The job description is listed below. Salary range is Grade NU-S 1 \$59,719 to \$65,919 annually DOE.

Please submit Town employment application or resume to HR@scituatema.gov or via mail to Human Resources, 600 Chief Justice Cushing Highway, Scituate, MA 02066. AA/EEO/ADA.

TOWN OF SCITUATE, MASSACHUSETTS
Position Description

Position Title: Executive Assistant to the Select Board

Statement of Duties

Performs administrative, technical and executive secretarial support for the Town Administrator and the Select Board. Responsible for confidential and time sensitive material. Performs a wide variety of complex duties. Work involves extensive public contact and office management duties. Employee is responsible for managing and researching critical data and providing various reports containing specialized information. Performs all other related work as required.

Supervision

Performs varied and responsible duties requiring a thorough knowledge of municipal operations and the exercise of judgment and initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from among many alternatives. A wide degree of creativity and latitude is expected. Work is performed under the administrative direction of the Town Administrator and policy direction of Select Board chair. Work is performed independently requesting assistance with unusual situations which do not have clear precedents. With Assistant to the Town Administrator, supervises part-time Administrative Assistant.

Job Environment

A majority of work is performed under typical municipal office conditions; noise level is moderate. Regularly operates a computer, telephone, copier, scanner, facsimile machine and other standard office equipment. Makes frequent contacts with the general public, various boards and committee members, town and state officials, town employees, surrounding town and city officials, contractors, many businesses and organizations. Contacts are in person, in writing, email and by telephone and require considerable persuasiveness and resourcefulness to influence the behavior of others. Has access to town-wide confidential information and personnel information. The application of appropriate judgment, discretion and professional office protocols is required. Errors could result in significant confusion and delay, loss of department services, financial repercussions; errors could cause exposure for the town to certain legal liabilities.

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.)

Provides administrative, technical, and executive secretarial support for the Select Board and Town Administrator which includes all correspondence, meeting scheduling, compiling reports, filing, answering phone calls and handling citizen requests. Works on special projects. Responds to and resolves problems and inquiries.

Compiles information and prepares various reports, minutes, correspondence and other documents. Performs research in preparation of warrants, budgets, policy issues and other similar matters. Assists the Town Administrator in the preparation and dissemination of information for various meetings. Controls and gathers data from the town departments as needed.

Prepares agendas, background material and packets for Select Board meetings. Composes memos explaining agenda items as needed. Attends Select Board meetings, including Executive Sessions. Takes and transcribes minutes. Provides information/explanations for agenda items as needed.

Manages the retention and archive filing of Select Board documents for the Town of Scituate.

Serves as initial point of contact for the Select Board/Town Administrator office. Opens, reads, and distributes correspondence. Uses judgment to forward important or urgent correspondence immediately to Town Administrator and members of the Select Board. Refers and resolves complaints from residents.

Notifies residents, volunteer boards and Town officials of Select Board decisions and actions.

Posts meeting notices and agendas in the Town Clerk's office and Town website in compliance with the open meeting law. Prepares final warrant for posting. Works with Town Clerk to contact Constable to post warrants.

Reserves meeting rooms for public meetings and departmental activities.

Accepts and processes all license applications, liquor license applications, including license transfers, annual renewals and extensions of premises. Provides technical assistance to Select Board on liquor license applications. Responds to inquiries from applicants and explains approval procedures and submittal requirements to business owners. Forwards approved applications to the Alcoholic Beverages Control Commission for review and approval. Issues licenses and accepts payment of license fees. Notifies license holders of ABCC decisions and action and new regulations.

Processes and prepares annual appointments for Select Board appointed positions and boards. Maintains updated list of active boards and committees. Accepts letters of interest and resignations and places on Board agenda for action. Maintains records of term expiration dates and contacts appointed individuals and committee members to determine interest in reappointment. Sends out certificates of appointment and notifies committee chairs and appointees of new appointments. Maintains and updates the Board & Committee Handbook. Acts as liaison between Town Administrator, the public, Town departments and officials to maintain flow of information and communications. Provides guidance to department heads relative to operational policies.

Pays bills by submitting invoices to the Town Administrator for approval then entering invoices into Munis. Submits bills to accounting office for entry on warrant. Records charges to appropriate line item of budgets under control of Select Board.

Maintains and coordinates service for office equipment, including facsimile and copier. Maintains office filing system including detailed records and materials of Select Board meetings (public and confidential).

Composes Select Board resolutions/proclamations. Administers all aspects the annual employee recognition program.

Fills public records requests, accepts payments and turns receipts over to Treasurer for deposit. Prepares Select Board budget upon request, including drafting narrative of departmental goals and accomplishments.

At request of the Town Administrator, consults town attorney for legal opinions and interpretations.

Reviews Select Board files and other historical documents to obtain history/background information on past decisions/actions. Conducts research on current practices, procedures, in other municipalities (e.g. local alcohol bylaws, application forms, etc.)

Performs similar or related work as required.

Maintains and updates Town of Scituate website Select Board page, event calendar, agendas, minutes and other pertinent information.

Recommended Minimum Required Qualifications

Education, Training and Experience:

Associates Degree required; Bachelor's Degree helpful; and at least five years of progressively responsible experience in administrative work in municipal government, including working with the public, office management and experience in the operation of computer-driven word processing, spreadsheet and file maintenance programs preferred; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices and terminology. Thorough knowledge of town operations. Knowledge of office equipment and the operation of contemporary computer software applications for word processing, spreadsheet, database, presentation, Email and Internet, and desktop publishing. Knowledge of personnel practices in local government. General knowledge of municipal accounting, personnel administration and public administration.

Ability: Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public including high-stress situations. Ability to communicate effectively in written and oral form. Ability to maintain detailed records. Ability to handle inquiries and/or complaints tactfully and effectively. Ability to maintain confidentiality.

Skill: Excellent customer service and interpersonal skills. Skill in operating computers and utilizing appropriate software applications. Excellent organizational skills. Office management skills. Skill in all of the above listed tools and 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.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 25 pounds, such as supplies, folders, and books. Ability to take notes at meetings at an efficient speed. Requires some coordination/dexterity for full keyboard use and assembly of materials and packets.

(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.)