

ADMINISTRATIVE ASSISTANT

Department: Town Clerk

Division: Town Council

Appointing Authority: Town Clerk,

subject to consent of the Mayor

Grade: S1

Revision Date: 6/18

Bargaining Unit: S

Definition:

To perform a wide variety of professional, clerical, secretarial and administrative duties involved in providing staff assistance to the Town Council and the Town Clerk who acts as Clerk to the Council, to provide information and assistance to the public; and to plan, organize and coordinate administrative functions for the Town Council; all other related work that is logical to the position as required.

Supervision:

Works under the direct supervision of the Town Clerk / Clerk to the Council.

Performs no supervisory functions, may work collaboratively with other personnel.

Environment:

Duties are performed under typical office conditions. Operates typewriters, computers, calculators and other standard office equipment.

Has frequent contact with employees, town departments, town councilors and other elected officials, outside boards or commissions, state agencies and personnel, organizations and a diverse general public.

Performs varied and highly responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, and departmental policies, procedures and methods.

May have access to highly confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Errors in duties or performance may cause an adverse impact on employee morale or public opinion; confusion and delay, lower standards of service for the town, or may cause legal or financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Acts as confidential secretary to the Town Council Clerk/Town Council and maintains all confidential files and records; acts as administrative assistant for and maintains all general departmental records pursuant to Public Records Law. Acts as receptionist for Town Council Clerk and Town Council Office; screen calls and visitors; responds to request for information and assistance.

Independently prepare, compose or respond to a variety of correspondence, memoranda, reports, records, forms, and similar data for review by Clerk; process mail. Perform administrative support including preparation of agendas for meetings and minutes of meetings; arrange appropriate accommodations for council and committee meetings and assist in planning and coordinating meetings on behalf of Town Council. Compile and analyze data for special projects and various reports; draft responses to citizen inquiries or complaints relating to governmental operations, procedures and similar matters.

May be assigned to purchase office supplies, prepare bills and expenses for payment.

Maintain schedule of public and committee meetings and appointments for Town Council and its subcommittees, ad hoc committees, and the Town Council Clerk; post public hearings and notices in the newspaper and elsewhere in accordance with Public Records Law, Open Meeting Law and Greenfield Home Rule Charter.

Aids in public relations work; promotes general good will between the public and the Town. Acknowledges public inquires directed to the Town Clerk/Council.

Works with department heads and Council Clerk in implementing administrative policies or procedures. Acts as a liaison with department heads and council administration including council chairs as assigned, advises various department heads of policies and actions of the Town Council.

Regularly keeps Clerk apprised of all Council affairs and business; employs independent responsible judgment in determining the importance of issues and events on a daily basis and communicates as necessary with council administration; relay instructions, information and administrative decisions coming from the Town Council office to department heads, town staff, and others as appropriate.

May temporarily perform occasional duties in providing assistance to the Board of Registrars or Office of the Town Clerk.

Minimum Qualifications:

Education and Experience: Associate's degree in office or business management, public administration, government, or related field preferred. Two years of office experience preferably in a municipal environment; or, any equivalent combination of education and experience that enables performance of all aspects of the position.

Knowledge, Ability and Skill: Working knowledge of or ability to learn and understand municipal operations as it relates to the principles and practices of municipal organization and administration; working knowledge of standard office practices, ability to operate a personal computer utilizing a windows environment with proficiency in MicroSoft Office and G-Suite required; familiarity with database programs and computer hardware and software systems.

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with elected or appointed officials on the local and state level, supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks using independent judgment and personal initiative. Ability to follow oral and written instructions; must perform all aspects of job responsibilities with honesty and integrity.

Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail, and ability to operate standard office equipment. Ability to meet project and meeting deadlines and work effectively in pressure situations. Ability to interpret and apply administrative and departmental policies, procedures, laws and regulations including the ability to understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.

Ability to work some overtime hours during peak work periods. May be required to attend evening meetings.

Physical Requirements: Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 25 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus.

Special Requirements: Must successfully pass CORI/ SORI checks. Must have a valid Class D Driver’s license.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:

EXECUTED 11/15/2022 AND ON FILE IN THE HR DEPARTMENT

Human Resources Director

Date

Revision History: 1/01, 7/08, 6/18

Mayor

Department Head

[SSEA Review _____]