

**POSITION DESCRIPTION
ADMINISTRATIVE ASSISTANT TO THE BOARD OF
SELECTMEN
TOWN OF BROOKFIELD**

Revised September 2011 & January 2013

Definition:

With direction from the Board (Board), the Administrative Assistant coordinates (but does not supervise) the work of officials appointed by the Board and serves as a point of contact and communication between the Board and department heads and elected and appointed officials of the Town to keep the Board informed of the status of municipal operations. The Administrative Assistant assists the Board in: both daily and long-term management, planning, and research; development and implementation of policies approved by the Board; serves as the Chief Procurement Officer of the Town; assists other Town departments on special projects as assigned by the Board, monitors Selectmen's financial accounts and selected grant accounts; maintains the records of the Board; coordinates the development of the Annual Report and performs other related work as required.

Supervision:

Works under the general supervision of the Board of Selectmen (Board) following the Board's rules, regulations, and policies, with more specific guidance from the Chair of the Board;

Performs varied and complex functions requiring a general knowledge of departmental operations and the exercise of independent judgment and initiative in determining appropriate actions and in keeping the Board informed;

Supervises the Town Hall custodian, one Municipal Clerk, and personnel providing Town website maintenance; and

Provides day-to-day coordination among officials appointed by the Board.

Job Environment:

Work is performed under typical office conditions with minimal exposure to occupational risks.

Operates computer, printer, fax machine, calculator, and other standard office equipment;

Makes frequent contacts by means of telephone, correspondence, and personal interaction with all other Town departments and officials, with regional, state and federal officials and agencies, and the general public;

Errors could result in serious delay or loss of services, poor public relations, legal repercussions, and monetary loss to 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.)*

Performs a wide range of administrative and technical work encompassing both the daily operation and long-range municipal projects of a busy office;

Coordinates communications between the Board and Town officials, boards, and committees as well as state and federal agencies and officials and Town Counsel;

Maintains the files of the Board, including confidential information;

Coordinates and maintains records of Board appointments to positions, boards and committees of the Town, including the charges, composition, and expiration of terms for each position, committee or board;

Serves as the Chief Procurement Officer of the Town, provides guidance to department heads about the required state procedures for purchasing goods and services, assists in the preparation of RFPs, RFQs, and bid solicitations, and coordinates the purchase of supplies purchased through the Quaboag Inter-municipal Purchasing Agreement;

Coordinates the issuance of licenses and renewals under the authority of the Board;

Assists in the development of budgets under the supervision of the Board, monitors the Selectmen's financial accounts and tracks selected grant accounts;

Researches, collects, and compiles information in such areas as state and federal grants, regulations, and statutes and researches and makes recommendations to the Board concerning policies and procedures;

Serves as the Town Ethics Officer;

Acts as liaison with the Town's insurance agent and companies in the handling of all insurance matters, including specific municipal coverage and liabilities and any claims having to do with the Town;

At the direction of the Board, provides administrative support to the CDBG Advisory Committee and to selected Town committees, including both standing and ad hoc committees;

Prepares Annual and Special Town Meeting warrants and attends all Town Meetings to provide administrative support to the Board;

Attends relevant meetings, seminars, and conferences as authorized; and

Performs similar or related work as required or as situations dictate.

Education and Experience:

Bachelor's degree with major in business or public administration or the equivalent in municipal experience plus at least three years of experience in a municipal setting is necessary.

Special Requirements: None

Knowledge, Skills, and Abilities:

Knowledge: Thorough knowledge of office management practices and procedures; working knowledge of all municipal administrative functions and operations; familiarity with Massachusetts General Law and federal statutes, local bylaws, regulations, procedures, and forms; working knowledge of computer programs applicable to department administration, and working knowledge of the Conflict of Interest Law, the Open Meeting Law, and any other laws pertinent to the job.

Skills: Skill in computer applications; proficient in number skills and in analyzing and interpreting technical data; and excellent communication skills, both oral and written.

Abilities: Ability to maintain detailed and extensive records and to prepare reports from same; ability to work effectively under time constraints to meet deadlines; ability to anticipate needs and to deal tactfully and appropriately with Town departments, officials, and committees in an effective manner; ability to coordinate work with other departments and to devise prompt and effective solutions to problems; ability to be self-motivated, to work independently, and to show good judgment; and ability to manage a number of different tasks concurrently.

Physical Requirements:

Ability to sit for long periods of time while working; constant hand, fingers, and arm use and excellent eye-hand coordination; ability to occasionally lift and carry objects such as books and notebooks weighing 5 pounds or less, or chairs weighing from 15 to 30 pounds; and ability to perform visual activity such as close paperwork, using a display terminal, and reading and writing.

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

This position is not-exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. 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/or requirements of the job change.