Town of Colrain, Massachusetts
POSITION DESCRIPTION

Position Title:	Administrative Assistant		
Department	Town Administrator	**Date: 9/13/22**	Final
Reports to:	Town Administrator	**FLSA Status**	Non-exempt

Summary of Position Responsibilities

The Administrative Assistant works under the general direction of the Town Administrator and the Selectboard. The position involves dealing with the public with courtesy and respect, independently or with assistance from other departments. The Administrative Assistant attends all Selectboard meetings and takes minutes. This position has access to confidential and sensitive information and must exercise discretion regarding that information.

Description of Supervision/Supervisory Responsibilities

The Administrative Assistant reports to the Town Administrator and is required to work independently within established policies and procedures with minimal supervision to complete work within priority deadlines. Questionable cases are referred to the Town Administrator for advice and direction.

Essential Job Functions

- Assists in the preparation and posting of agendas, attends and records minutes of Selectboard meetings, may assist other boards and committees with clerical functions; responsible for follow-up on issues and directives of the Selectboard, including correspondence.
- Receive and screen incoming correspondence and emails; determine their priority and make referrals to the appropriate town official, department, board, or committee.
- Respond to inquiries in person or phone and provide information or make referrals to the appropriate official or department.
- Compose and type a variety of correspondence, memoranda, and reports; research and compile data from various sources and assist in research projects.
- Develop and maintain informational resources, including town by-laws and policies, town directories and resource materials describing the functions and processes of various boards and committees.
- Assist with preparations for Town Meetings, Annual Town Budget, Annual Town Report.
- Assists in the maintenance of the Town of Colrain's website.
- Maintain a variety of records and files, including confidential material.
- Submit press releases to media and places advertisements in newspapers as requested.
- Assist with the processing and preparation of invoices for the town accountant pertaining to a range of town departments and budgets.

- Acts a License Clerk: prepares and processes town licenses, collects fees and submits receipts to the Treasurer. Also prepares the annual liquor license reports for the Massachusetts Alcoholic Beverages Control Commission (ABCC).
- Responsible for maintaining inventory and overseeing procurement of office supplies, advises appropriate official regarding the purchase of office equipment.
- Performs other work as required or assigned from time to time.

Recommended Minimum Qualifications

- An associate degree, three years of experience in a responsible administrative position and/or experience in municipal government. A bachelor's degree is preferred or an equivalent combination of education and experience.
- Thorough knowledge of office practices, procedures, and equipment.
- Knowledge of municipal department operations and functions.
- General knowledge of laws governing municipal administration.
- Ability to work independently.
- Ability to interact appropriately with town employees, town officials and the public.
- Ability to handle multiple tasks, prioritizes effectively, and meet deadlines.
- Reliability, high level of confidentiality, discretion, and good judgement essential.
- Proficiency in typing, internet research, computer applications, Microsoft Word and Excel.
- Ability to communicate effectively, both verbally and in writing, and to establish positive public relations for the town.
- Good organizational, written, and oral communication skills, and strong interpersonal and customer service skills.

Supervisory Responsibility

This job has no supervisory responsibilities.

Physical Requirements/Work Environment

This is an office-based job where minimal physical effort is required to perform work under typical office conditions that is not subject to extremes in temperature, noise, odors, etc. Regularly operates standard office equipment including computers, keyboards, and copiers. Some attendance at evening meetings is required, as is some travel to local trainings.

Other

Performance will be reviewed annually by the Town Administrator.

Approved 9/22