

**Town of Plainfield, Massachusetts
Draft Job Description**

Position Title:	Administrative Secretary (Assistant to the Select Board)	Grade Level:	
Department	Select Board	Date:	
Reports to:	Select Board	FLSA Status	

Statement of Duties: The Administrative Secretary is responsible for the provision of administrative and clerical services in support of the Select Board. The employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of the Select Board, the employee is required to plan, prioritize, and carry out the regular work in accordance with standard operating practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: The employee, as a regular part of the job, is not required to supervise any Town employees.

Confidentiality: In accordance with the State Public Records law, the employee has regular access on a department-wide basis to confidential information such as law suits, client and department records and official employee personnel files.

Accountability: Consequences of errors or poor judgment may include missed deadlines, legal repercussions, monetary loss, and adverse public relations.

Judgment: Work assignments require the employee to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting, at times. Independent judgment is used in analyzing specific situations to determine appropriate actions.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: The employee performs work in an office setting subject to frequent interruptions. The employee is required to work beyond normal business hours in order to attend Select Board and Town Meetings.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, committee members, and the public involving frequent explanation, discussion or interpretation of practices,

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procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for injury to the employee. the level of occupational risk exposure is similar to that found in an office setting with frequent contact with the public.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

Services as a liaison for the Town answering the department's telephone and greets citizens/staff at a counter referring inquiries to appropriate town staff and assisting with general issues; forwards questions and/or concerns to the Select Board, Town employees, or other Town officials as applicable for review.

Performs follow-up on Select Board action items from meetings as assigned.

Posts meeting notices, posts pole hearing notices, prepares agendas and distributes meeting materials to the Select Board prior to meetings and ensures compliance with the State's open meeting law.

Reviews and prioritizes correspondence and complaints and keeps the Select Board informed about departmental operations, problems and issues requiring their attention.

Performs a range of clerical and administrative duties for the Select Board including but not limited to filing of Select Board documents, scheduling of Town Hall use, receipt and processing of mail, preparation of public bids/legal notices, and support documentation, administration of department permits and licenses, procurement of office supplies or equipment, and the finalizing draft of Select Board meeting minutes for Board approval, sorts through and distributes office mail, prepares information in support of Select Board licenses.

Conducts independent research as requested by the Select Board.

Prepares a variety of documents including but not limited to draft correspondence, memorandums, meetings, legal notices, orders, warrants, vouchers, and draft proclamations on behalf of the Select Board.

In conjunction with the Town Clerk, maintains and updates a roster of Board/committee appointments on behalf of the Select Board.

Maintains an inventory of supplies and orders additional supplies as necessary.

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Maintains both electronic and paper records of all activities and decisions of the Select Board and any other town Board or Committee as directed.

Assists in the preparation of various reports including but not limited to the Town's Annual Report as well as state reports such as to the ABCC; issues liquor license renewal notifications.

Administers the department's permitting process for the Select Board.

Responsible for the preparation of ATM/STM warrants.

Required to attend training workshops and seminars in order to maintain knowledge of rules, regulations and procedures applicable to the Select Board.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's Degree or an equivalent level of trade knowledge in liberal arts or a related field; a minimum of one to three (1-3) years office experience preferably at an executive level; or an equivalent combination of education and experience.

Special Requirements:

Knowledge, Abilities and Skill

Knowledge: Knowledge of office procedures, computer programs and equipment, accounting, payroll, purchasing, and federal, state laws and town ordinances pertaining to operations. Knowledge of technology including but not limited to office software (word processing and spreadsheet applications), payroll software and use of the Internet in support of department operations. Knowledge of town government operations and services as well as requirements under the federal emergency management requirements. Working knowledge of the Mass General Laws and local ordinances that apply to town government services and/or operations. Knowledge of the surrounding area and geography of the Town and available state, local and federal services in support of town operations. Knowledge of the State ABCC rules and regulations as well as provisions of the Town's the Zoning Bylaws and related processes. Knowledge of the provisions of the State Open Meeting Law and Public Procurement.

Abilities: Plan and prioritize work, and perform multiple tasks, maintain confidentiality, work independently, and be self motivated. Ability to deal effectively with disgruntled members of the public and to maintain highly sensitive and confidential information. Ability to manage multiple tasks in detailed, timely and effective manner as well as to receive directions from a variety of sources. Ability to take initiative in responding to various requests for information or in response to a wide range of issues impacting Town services.

Skills: Proficient customer service skills; proficient written and oral communication skills, and good common sense. Proficient data processing and keyboarding skills.

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Physical and Mental 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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. There may also be some occasional lifting of objects such as books, office equipment, and computer paper.

Motor Skills: Position requires the application of basic motor skills in order to perform activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and the sorting and/or filing of papers.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

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.