

Position:

## OFFICE ADMINISTRATOR

Classification:

### **Position Purpose:**

The purposes of this position are to administer the Town Hall offices on behalf of the Select Board inclusive of communicating with, advising, and providing information and answers to the public, town officials, town committees and other employees about matters to which s/he has reasonable and customary access such as adopted ordinances, state law, actions taken by the Town Meeting, the Select Board, and/or other Town officials and committees; administering personnel policies and practices, calendars, schedules and notifications; preparing meeting agendas and warrant articles, and assists with preparing and administering the annual operating budget; setting agenda priorities and advising the Select Board of matters that require their consideration and action and matters being considered or actions taken by other Town committees or officials; The Office Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Forwards instructions and provides for the implementation of actions taken by the Select Board; represents the Board's interests and prerogatives in the routine administration of the Town; attends the Board's meetings, advises and participates in the Board's deliberations

*Supervision Received:* Works under the general and specific direction of the Select Board and according to adopted policies, procedures and actions taken; receives information on the Board's behalf

*Supervision Given:* Supervises the Town Office Clerk and other temporary or part time employees or volunteers assigned to the Office of the Select Board.

### **Job Environment:**

Work is performed under typical office conditions and includes a counter window; work environment is moderately quiet with regular interruptions from the general public, employees, officials, the telephone, and others needing to communicate with the Town

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment.

Has frequent contact with the general public, business owners, department heads, town employees, members of the Select Board, other board and committee members and contractors. Communication is frequently in person, by telephone, fax, email and standard and confidential documents.

### **Essential Job 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.)*

- Conducts and is responsible for the daily operations of the Office of the Select Board including communicating with the public, contractors, other boards, committees and agencies, officials, department heads, and employees regarding actions taken by the Board and matters within the Board's prerogatives; represent's and acts in all routine and delegated administrative matters on behalf of the legal and other interests of the Town and the Select Board
- Prepares and initiates verbal and written communications on behalf of the Select Board including issues involving other governmental officials and agencies; collects and receives data and information on the Board's behalf including legal advice and concurrence and as specifically directed by them; prepares position papers as necessary; regularly reports to the Board, verbally and/or in writing, regarding the status of the various pending matters and projects
- Attends, participates in and provides for the preparation of, or prepares, records for all meetings of the Select Board and actions taken by them; advises the Select Board of his/her recommendations and observations for actions proposed or taken; drafts proposed policy
- Receives and prepares agenda items for consideration by the Select Board; in consultation with the Board Chair and as agreed, arranges the agenda sequence to provide for the efficient and effective conduct of the Board's business and its meetings
- Prepares or assists with the preparation of the warrant for the Annual and Special Town Meeting(s); prepares draft warrant articles; posts or provides for the proper posting of the Town Meeting and other public meeting notices
- Compiles the Annual Town Report and provides for its printing and distribution
- Assists with the preparation of the annual operating budget and the administration of the Select Board's budget
- Performs as the chief procurement officer including monitoring procedural compliance with state law and adopted policy; prepares requests for proposal, bids, award notices and agreements; administers the Town's risk management program inclusive of its various types of insurance (e.g., professional and general liability, vehicle and equipment, building and contents, workers' compensation) and administers a loss prevention program
- Performs as the personnel administrator including administering the Town's benefits and plan(s); posts, advertises and recruits for position vacancies; receives employment applications; participates in candidate interviews and recommendations for selection; maintains the Town's personnel records inclusive of all personnel actions according to law and adopted policy

### **Other Job Functions:**

- Evaluates or provides for the evaluation of the Town's use of information technology including existing and alternative computers and other hardware, networks, operating systems; software applications and telecommunication systems
- Attends meetings and functions of other local, regional, state and federal officials and departments to obtain and provide information to the Select Board; serves as the liaison in relation thereto
- Prepares pertinent information for inclusion on the Town's website
- Performs similar or related work as required or as the situation dictates.

### **Errors And Omissions:**

Errors could result in service delays, the costs of rework and error correction, potential harm to employees and liability litigation.

### **Physical And Mental Effort:**

The work is primarily of an intellectual nature requiring good judgement in dealing with people and information. A variety of physical capabilities are required. While performing the duties of this job, the employee is frequently required sit and move from a sitting position to a standing position and talk or listen; frequently required to use their hands and fingers for computer and paper work; occasionally required to walk, or feel objects, tools, or controls; and reach with hands and arms. Employee may be, but seldom is, exposed to fumes and electrical shock. The employee must occasionally lift and/or move up to 30-60 pounds. Specific vision abilities required by this job include close vision, distant vision and the ability to adjust focus. This position requires the ability to operate a keyboard and calculator at efficient speeds. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using clear American business English.

### **Minimum Required Qualifications:**

Must have a High School Diploma or GED with more than 5 years of experience in municipal government, high level secretarial work, and computer experience or any equivalent combination of education and experience.

### **Special Requirements:**

Must have and maintain a valid motor vehicle operator's license

### **Knowledge, Ability and Skill:**

*Knowledge:* Develops and maintains a thorough knowledge of the laws applicable within Town, their interpretations, and the appropriate methods and procedures to provide for compliance; develops and maintains a strong knowledge of the community, its departments, other significant community institutions, recurring public events, and the municipal government interests of its residents; thorough knowledge of contemporary office practices

and procedures; thorough knowledge of business English, spelling, and arithmetic; a strong knowledge of word processing and how to use a personal computer or other office equipment; knowledge of public or business administrative practices.

*Ability:* Ability to plan, organize, follow through and review office and selected municipal operations, and effectively apply limited resources; maintains a positive work environment and instilling confidence in the municipal government by residents; to maintain positive working relationships with local, regional, state and federal governmental agencies, employees, department heads, the public and officials; to communicate effectively verbally and in writing; to maintain detailed and accurate records using data processing; ability to maintain an overview and details of multiple projects; ability to be self-motivated, take initiative and responsibility.

*Skill:* Excellent verbal and written communication skills; aptitude for working with people, numbers and details; good organizational skills and independent judgment.

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

I, \_\_\_\_\_ have read, understand and agree to the requirements of this position as outlined above in this job description. Date: / /20 .