

ADMINISTRATIVE ASSISTANT/LAND USE ADMINISTRATOR

JOB SUMMARY

Assist the Town Administrator in the daily functions of the Selectmen's Office, operations of Town Hall and helps administer the personnel, financial, and purchasing policies of the Town. Supports the land use boards by preparing materials for meetings and records meeting minutes.

SUPERVISION RECEIVED

The Town Administrator supervises the Assistant. The Assistant exercises a considerable degree of independent judgment, and is evaluated through conferences, reports, and administrative procedures.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

1. Receives, sorts, and routes Town correspondence and screens communications requiring attention; composes replies to routine correspondence or refers to appropriate official.
2. Receives and screens visitors to office and screens incoming telephone inquiries; answers inquiries from employees, Town and outside officials, and the public; determines matters requiring attention of Town departments and/or the Selectmen.
3. Maintains filing system, including confidential material; maintains reference file of correspondence, memoranda, specifications, purchase orders, contracts, and a variety of other materials; indexes and summarizes nature of correspondence.
4. Types form drafts or composes reports, memoranda, and correspondence; assures accuracy of all outgoing material, correcting grammar, style, and format of material as necessary.
5. Works with the Assessing company personnel, assists in handling the assessing needs and questions of property owners and residents, maintaining the assessment files. Assists in the processing of abatements.
6. Assists in Processing Intent to Cut and Report of Cut paperwork, Land Use Change Taxes warrants and other documents.
7. Assists various departments with procedures by overseeing paperwork to ensure correct and timely filing.
8. Upon receipt of deeds or Planning Board approved plans, assists in updating property owner record cards, tax maps, tax maps and sales book, maintains appraisal system.
9. Assists in processing payroll, preparing and filing the quarterly and yearend tax forms.
10. Assists in processing accounts payable; matching receivers to invoices to verify charges, entering invoices on computer, printing checks, preparing manifest, mailing signed checks and filing paid invoices.
11. Assists in processing accounts receivable for billings not collected by Town Clerk; creates invoices, receives & records revenue.
12. Assists in preparing the annual Town Report.

13. Answers public inquiries, including questions regarding assessments and current use. Notifies Town Administrator of public inquiries and complaints as necessary.
14. Assists Welfare Director in processing paperwork, scheduling appointments, and filling in when needed.
15. Researches, prepares, and maintains materials related to projects that the Board of Selectmen may assign.
16. Attend Board/Committee meetings. Prepares the agenda, information packet and gather pertinent supporting data. Arranges meetings at the request of the Board/Committee. Records, posts and files the minutes and notices of the meetings.
17. Researches, prepares and maintains materials related to projects that the Board/Committee may assign.
18. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of financial reporting and bookkeeping practices; knowledge of computer programs relevant to municipalities; knowledge of State Statutes dealing with town administration; knowledge of town office procedures; knowledge of personnel administration; knowledge of Boards/Committees various duties. Detail oriented with the ability to organize and meet deadlines. Ability to analyze problems, prepare technical reports, and formulate recommendations; ability to speak, write and communicate effectively; ability to establish and maintain effective working relationships with others in a team effort. Knowledge of modern office practices, procedures, and equipment. Computer experience is necessary to this position; the ability to maintain & upgrade software is helpful. The ability to initiate work with minimal supervision and a willingness to uphold productivity. Customer service skills and the ability to multi-task is essential in this position.

MINIMUM QUALIFICATIONS REQUIRED

High School diploma or equivalent, administrative experience preferable in a municipal setting; commissioned as Notary Public. Experience working with Microsoft Office and a financial software, preferably QuickBooks.