



# Town of Washington

8 SUMMIT HILL ROAD P (413) 623-8878  
WASHINGTON, MASSACHUSETTS 01223 F (413) 623-2116

Town Offices/Selectman

## Administrative Assistant to the Board of Selectmen

### General:

Working under the supervision of the Select Board provides professional administrative and clerical work related to the administration and implementation of town policies, providing guidance and aid to the Select Board to facilitate the efficient operation of town business.

### 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.*

Sorts and delivers the mail to the various departments, opens all Select Board mail and organizes it.

Maintain all records, files, and data bases required by the Select Board.

Responsible for providing research and analysis and making recommendations on special projects, as requested by the Board of Selectmen; may also recommend special projects to improve operations of the town.

Works with the Board of Selectmen to prepare agendas; posts the agenda, attends and prepares minutes of meetings of the Select Board for the Board to review and approve, provide copies of approved minutes on request; responsible for follow-up on issues and carrying out the directives of the Board, including correspondence.

Responsible for maintaining inventory and overseeing procurement of office supplies; advises the Select Board regarding the purchase of office equipment.

Responsible for Consulting with town council on the interpretation and implementation of Massachusetts General Laws as they apply to pending contracts, warrant articles, policy changes, and any other applicable issues.

Responds to inquiries from and provides reports to various state and federal agencies.

Advises department heads on issues pertaining to town functions and policies; works with town boards and commissions in an advisory capacity; assists town officials with research on legal issues.

Responsible for coordinating all activities for the office of the Select Board; responds to oral and written inquiries, requests for assistance and complaints; and refers citizens to appropriate venues.



# Town of Washington

8 SUMMIT HILL ROAD P (413) 623-8878  
WASHINGTON, MASSACHUSETTS 01223 F (413) 623-2116

Town Offices/Selectman

Develop and maintain informational resources, including town bylaws, town directories, personnel policies and resource materials describing the functions and processes of various boards and committees.

Coordinate all activities related to the preparation of the Annual Town Report.

Collects, records and turns over to the Treasurer money collected in the daily business of the office of the Select Board including permits, licenses etc.

Maintains records of all budgets under the jurisdiction of the Board; maintains all department records and files.

Prepares grant applications; researches and advises the Board of Selectman and other departments on grant opportunities.

Responsible for the coordination and preparation of warrants for Annual and Special Town Meetings; ensures compliance with all deadlines and legal requirements.

Serves as benefits administrator for the town, with regard to worker's compensation and property/casualty claims; oversees administration of town insurance policies.

Coordinates the centralized purchasing function including the issuance of IFBs and RFPs.

Activities include advertising and posting as specified in MGL, maintenance of purchasing files in accordance with state statute and preparation of necessary correspondence for purchasing function.

Monitors the work of consultants under contract to the town and supervises all municipal construction projects.

Oversee all aspects of annual and seasonal licenses and permits issued by the Board of Selectmen, including procedures for obtaining, changing and renewing licenses, and permits; assisting businesses in the filing of new and renewal applications; drafting letters to licensed and permitted businesses; maintaining a license and permits database; preparing all licenses and permits for approval; issuing licenses and permits upon approval; and collecting related fees. Prepares Annual Report for the ABCC and the Annual License Information Form report to the Department of Revenue.

Coordinate the appointments to all Town committees and appointed positions; compose and distribute appointment letters, maintain appointment records, correspond with Town committees concerning vacancies,



# Town of Washington

8 SUMMIT HILL ROAD P (413) 623-8878  
WASHINGTON, MASSACHUSETTS 01223 F (413) 623-2116

Town Offices/Selectman

Maintains professional competence through participation in relevant workshops, seminars and professional organizations.

Performs similar or related work, as required, or as situation dictates.

## **Requirements:**

Associates Degree; three years of experience in a responsible administrative position and/or experience in municipal government; Bachelor's Degree preferred; or an equivalent combination of education and experience.

## **Experience, knowledge, ability, skill:**

Thorough knowledge of office practices and procedures.

Knowledge of policies, principles and procedures of municipal government.

General knowledge of state and federal laws and regulations and town bylaws relating to municipal administration.

Ability to work independently.

Ability to maintain confidential information due to regular access to a wide variety of confidential information, including bid documents, legal proceedings, and executive sessions.

Ability to maintain, manage and organize complex records.

Ability to interact appropriately with town employees, town officials and the general public.

Ability to manage multiple projects simultaneously.

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.

Strong interpersonal and customer service skills.

Skilled in the use of personal computers, computer equipment, and office software programs.

Research skills.

## **Physical:**

Minimal physical effort is required to perform duties under typical office conditions. The employee is frequently required to sit, speak and hear and use hands to operate equipment.

Vision requirements include the ability to read routine and complex documents and use a computer.