

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Administrative Assistant to the Board of Selectmen

Department/Appointing Authority: Board of Selectmen

Date: March 11, 2015

Originator: Frederic E. Turkington, Jr., Town Administrator

Personnel Board Use Only

Classification:

Effective Date of Classification:

Classification Authority: ☐ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Performs high level, responsible and complex administrative work in assisting the Town Administrator and the Board of Selectmen in accomplishing the goals, objectives and functions of the office; and all other related work as required. Performs varied, responsible and confidential functions requiring comprehensive knowledge of departmental operations and the exercise of judgment in responding to inquiries, in dealing with the public, and in administering the functions of the office in accordance with established departmental policies and standards.

2. 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.

Principal contact person for the Selectmen's Office; assists and answers questions from the general public, public officials, department heads and staff, in person and by telephone; responds to correspondence from the general public requesting routine information about the Town. Receives telephone calls and visitors; screens for nature of business and responds from own knowledge of office operations and procedures. Prepares a variety of correspondence, reports and statistical data from own sources.

Coordinates with the Town Administrator the bi-weekly Board of Selectmen meeting agendas and

correspondence; prepares packets of relevant materials; posts meeting agendas and follows up on certain issues arising from the meetings.

Coordinates the issuance and annually renews all licenses and permits for alcohol beverage licenses for restaurants and package stores, common victuallers, entertainment licenses, auto dealers, one-day liquor licenses, taxi licenses; collects fees and prepares and submits accounts receivables to the Collector's Office. Responsible for all administrative matters related to liquor licenses in the Town of Sharon including renewals, compliance issues, new licenses, transfer of licenses and hearings. Must be knowledgeable and current regarding regulations as promulgated by the Alcoholic Beverage Control Commission (ABCC). Serve as the contact person with the ABCC and attend trainings in order to be kept up to date on current regulations. Recommend to the Board of Selectmen changes to the liquor license regulations and edits to existing regulations.

Processes weekly payroll. Prepares and processes expenditures incurred by the Selectmen's Office and inputs information into computer for payment processing. Tracks legal bills for fiscal year.

Responsible for tracking annual reappointments to committees and boards appointed by the Selectmen; prepares necessary forms for signature.

Performs salary surveys, associated data collection/analysis and miscellaneous benefits surveys as requested by the Town Administrator.

Processes employee suggestions for the Employee Suggestion Program, schedules meetings and otherwise supports Awards Review Committee.

Responsible for the scheduling of banner requests seeking Board of Selectmen approval. Keeps records of committee and board meetings and assigns rooms as needed. Assist committees with legal postings of meetings. Maintains inventory of supplies for Selectmen's office; order supplies as needed. Organizes and maintains file systems; periodically reviews documents for appropriate storage. Operates computer, printers, copier, facsimile machine, and all other standard office equipment.

Prepares Capital Outlay Committee meeting minutes and all related correspondence.

Performs similar or related work as directed, required, or as situation dictates. Errors could result in delay or loss of services, monetary loss, and could have direct legal repercussions.

3. Supervision

Supervises Property Tax Work-off clerical position (2-4 hours/week).

4. Reporting Structure

Works under the general direction of the Assistant to the Town Administrator following department

rules, regulations and policies, requiring the ability to plan and perform operations, and to independently complete assigned tasks according to prescribed time schedules.

5. Physical Environment

Environment is a normal professional office environment. 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 essential functions.

6. Education/Basic Knowledge

Associate's degree or Paralegal certification and at least three (3) years of progressively responsible administrative experience within a municipal government or legal setting or any equivalent combination of education and administrative experience.

Strong computer proficiency, organizational skills and communication skills. Working knowledge of office procedures and equipment. Ability to make appropriate judgments with regard to confidential issues and to maintain confidential information in a professional and discrete manner. Ability to communicate effectively and appropriately with town employees, town officials and the general public both orally and in writing. Excellent customer service skills.

7. Experience

At least five (5) years of administrative experience working for senior management; experience in a municipal or government environment preferred.

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.