

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Projects and Office Manager

Department/Appointing Authority: Board of Selectmen

Date: May 16, 2011

Originator: Benjamin Puritz

Personnel Board Use Only

Classification: MP-1

Effective Date of Classification: May 20, 2011

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

1. Summary Description

Responsible for routine and non-routine project management and office management in order to assist the Town Administrator, Board of Selectmen, general public, federal and state officials, Town employees, consultants and members of Boards and Committees. Responsible for items related to but not limited to: Town Meeting, Town Report, constituents services, all matters related to Alcoholic and Beverage licensing and regulations. Responsible for management and coordination of assigned projects which require an eclectic skill set. Assume a leadership role in planning staff events and public events. Must be able to work independently and take initiative in order to provide the best possible outcome for the Town. Must be able to multi-task and accomplish work with frequent interruption. The individual must be discrete as privy to confidential information regarding individuals, litigation, collective bargaining and contracts and including CORI information.

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.

Responsible for wide range of activities related to Town Meeting including Annual Town Meeting schedule, preparation of the Town Warrant which includes coordination with the Town Administrator, Town Counsel and the Finance Committee and assist in the preparation of motions. Prepare Town Warrant for posting as well as for public distribution. In addition work closely with the Finance Committee, printer and other individuals to ensure the timely delivery of the Warrant.

Handle difficult constituent problems with sensitivity, tact and discretion in order to diffuse and manage highly contentious situations.

Responsible for the daily operation of the Board of Selectmen's office.

Responsible for the preparation of the Annual Town Report which includes obtaining reports from all Departments and Committees, editing of the reports, formatting the 200+ page document including cover and photographs that will be provided in electronic format to printer for timely distribution to Town residents. Prepare draft of the Board of Selectmen's report.

Must maintain extreme confidentiality as privy to all confidential information including litigation, collective bargaining, employee issues, and all negotiations involving the Town.

Manage Projects of varying degree of difficulty and complexity. Abilities necessary for the variety of projects include: analytical ability, negotiation skills, initiative, written and oral communication, and strong problem solving skills. Work independently in completing these responsibilities though at times may delegate some of the more routine tasks. Successful completion of the projects can result in a positive outcome for the Town. All projects are either requested by the Town Administrator or initially initiated by the individual with the approval of the Town Administrator.

Responsible for all 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. In addition manages one-day liquor license applications including the creation of materials to be distributed to the applicants. Inappropriate or incorrect licensing decisions by the Board of Selectmen could leave the Town open for litigation.

Serves as an initial point of contact regarding constituent service issues and in that role act as liaison and facilitator with Department Heads and staff as well outside officials. Resolve most issues and if unable refer to appropriate party.

Serves as the Town's CORI Agent and in that capacity manages all CORI checks for liquor license applicants as well as the Fire Department, Board of Assessors and all other departments except for the Recreation Department and Police Department. Failure to do so in a timely manner could result in potential litigation. In addition, must maintain status as CORI Agent.

Responsible for Board of Selectmen Meeting activities including: preparation of agenda and scheduling of appointments for review by Town Administrator, gathering of background or other information in connection with Agenda items, posting of agenda and preparation of minutes for both Regular Session and Executive Session which are retained as permanent records. Responsible for follow-up on certain issues. Required to work outside of normal business hours one evening every other week or as dictated in conformance with the Selectmen's Meeting schedule.

Responsible for certain activities related to Annual Square Jam celebration including but not limited to outreach to increase attendance, coordination with Post Office Square business owners, local vendors and outreach to media outlets including creation of press releases.

Supervise scheduling of candidates for Annual Appointment and Reappointment to Boards and Commissions.

Responsible for bidding activities related to the Town Report, Town Warrant and other items.

Responsible for notification of other Town Hall workers regarding snow days and other building matters.

3. Supervision

Supervise one 2/3 FTE employee and two senior aides.

4. Reporting Structure

Works under the direction of the Town Administrator exercising considerable independence.

5. Physical Environment

Office setting.

6. Education/Basic Knowledge

Bachelors Degree required preferably in Government, Political Science, Business Administration or related field or an equivalent combination of education and experience.

Strong skills in Microsoft Office including Word and Excel and must have desktop publishing skills.

7. Experience

Bachelors Degree - Five years experience in responsible positions with three years experience in a governmental entity and/or non-profit setting desired, preferably in municipal government.

Associates Degree - Eight years of experience in responsible positions with five years in municipal government.

Supervisory experience necessary. Must have experience in dealing with the public. Must have a proven track record of problem solving, initiative and follow-through with keen attention to deadlines and confidentiality. Must have strong interpersonal and communication skills, be flexible and be able to multi-task and work independently. Experience in working with a Board and grant writing experience is helpful.

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.