

**SELECTMEN / TOWN ADMINISTRATION  
EXECUTIVE ASSISTANT**

*The Town of Warren is committed to the full inclusion of all qualified individuals and, as part of this commitment, will provide reasonable accommodation to perform essential job functions as required by law.*

**DEFINITION**

The position is responsible for providing administrative and clerical support to the Town Administrator's office and Board of Selectmen

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the diverse 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.*

- Assists with the creation of the agenda for the Board of Selectmen meetings, ensures the agenda is compliant with the Open Meeting Law, attends meetings and transcribes meeting minutes, prepares required documents, and provides to Select Board prior to meetings, invites interested parties to attend meetings.
- Coordinates and prepares the Annual Town Report, types the motions for Annual and Special Town Meetings.
- Processes licensing such as liquor, Class I, II, and III, Common Vehicular new and renewal. Informs the Board if there are any issues with applications or establishments.
- Assists with the creation of and maintains the annual budget for the Board of Selectmen, ensures all Board of Selectmen bills are processed for payment in a timely manner. a.
- Conveys directives, memorandums and policies of the Selectmen and Town Administrator to all other departments and boards.
- Provides customer service to residents and visitors in person, on the phone, and via email.
- Provides administrative and clerical services. Creates and maintains filing systems in compliance with public record and other related laws and regulations, while also maintaining appropriate confidentiality; prepares, composes, proofreads, processes, tracks, sorts, checks, and enters electronic and paper data, correspondence, and records; receives, distributes, and sends out mail; keeps office orderly and supplied.
- Maintains current contracts and agreement contracts for hardware, needed supplies and/or service for printers/copiers, boilers, and generators.
- Provides customer service for the Department. Responds to in-person, email, and phone inquiries; provides information about operations, policies, and procedures; assists individuals with filing applications and reports; works to resolve problems; refers matters to appropriate parties.
- Continuously updates the Town's website.
- Performs other related job duties as required.

**SUPERVISION RECEIVED**

The employee plans and prioritizes the work independently in accordance with standard practices and previous training and is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor.

## **ADMINISTRATIVE ASSISTANT**

### **JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions and determining actions to be taken within the limits of standard or accepted practices.

### **NATURE AND PURPOSE OF CONTACTS**

Contacts are with co-workers, vendors, the public, and representatives of civic or professional organizations. The employee represents the organization in matters of departmental practices, procedures, regulations, or guidelines, and is called upon to tactfully discuss controversial matters and ease interactions with dissatisfied customers.

### **CONFIDENTIALITY**

The employee has regular access to confidential records and information at the department level requiring discretion in interactions, diligence in handling information and records, and responsibility for following security protocols.

### **MINIMUM QUALIFICATIONS**

Any equivalent combination of the below-listed education, training, certification, and experience, is qualifying:

- High School diploma or equivalent, preferably an associate or bachelor's degree.
- Desired 3 years' experience as an administrative assistant, preferably in a municipal setting.
- Proficiency in Microsoft Word and Excel is desirable.

Beneficial:

- Notary Public

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of modern office administration, clerical practices, systems, and procedures; office equipment, technology, and software, including email, word processing, spreadsheet, social media, and web applications; bookkeeping; and electronic and physical records management.
- Effective communication, problem-solving, organizational, administrative, time-management, customer-service, and personal computer skills, with aptitude for details, numbers, and accuracy.
- Ability to plan and prioritize work, change direction, and rearrange tasks according to deadlines and circumstances; explain information, including procedures and regulations, clearly and concisely; research, prepare, and analyze detailed records, data, and reports; develop relevant and realistic plans and recommendations; work effectively and accurately with frequent interruptions; exercise initiative and independent judgment; develop new or revised systems; work with a high level of detail; meet deadlines; work independently; be self-motivated; communicate effectively with tact and discretion; maintain confidentiality; maintain good public relations and effective collaborative working relationships; respond in a courteous and professional manner; work with diverse groups; and effectively utilize standard office equipment, technology, and software.

### **PHYSICAL & ENVIRONMENTAL WORKING CONDITIONS**

*The physical and environmental demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.*

## **ADMINISTRATIVE ASSISTANT**

- Works primarily indoors in an office setting.
- Sits or stands, with intermittent periods of stooping and walking. May be required to move objects such as files, boxes of paper, office supplies, and office equipment weighing up to 30 lbs.
- Motor skills to move objects, file, and sort documents, and use office equipment such as telephones, and computers.
- Routinely reads documents for general understanding and analytical purposes, including handwriting and forms; and reviews detailed information displayed on a computer screen.