

Administrative Assistant

The Administrative Assistant provides administrative, operational, and organizational support to the Selectboard, Town departments, employees, and the public. This position helps ensure that Town operations are organized, responsive, and compliant with applicable laws and policies.

Key Responsibilities

1. Town Administration

- Manage the daily operations of the Selectboard Office and Town Hall.
- Provide administrative support to the Selectboard and Town departments.
- Maintain Town records, files, policies, procedures, and operational systems.
- Coordinate Town Hall scheduling and building maintenance needs.

2. Selectboard Support

- Schedule Selectboard meetings and prepare agendas and supporting materials.
- Post required meeting notices and attend meetings.
- Prepare and distribute meeting minutes and complete meeting follow-up.
- Keep the Selectboard informed about Town activities, issues, legislation, and other matters requiring Board attention.

3. Public and Community Relations

- Serve as a primary contact for residents, businesses, officials, and outside agencies.
- Respond to public questions and complaints and coordinate with appropriate departments, boards, and committees to resolve issues.
- Provide information regarding Town services, property, zoning, ordinances, regulations, maps, and assessments.

4. Property and Tax Administration

- Maintain property, assessment, tax, and mapping records.
- Support the Assessor with reassessments, property information, tax mapping, and related questions.
- Support the Tax Collector as needed.
- Process Current Use applications, tax exemptions, veterans' credits, tax deferrals, abatements, and yield taxes.
- Maintain accurate records and databases related to property and taxation.

5. Human Resources and Employee Administration

- Advertise job openings and assist with the hiring process.
- Maintain employee personnel and payroll records.
- Administer employee benefits and insurance programs.

6. Legal, Insurance, and Risk Management

- Serve as a liaison between the Selectboard and Town Attorney.
- Provide information and administrative support for legal matters and attend court when necessary.
- Manage Town insurance policies and help ensure appropriate coverage.
- Track and maintain records of Town-owned assets and ensure appropriate insurance coverage.

7. Financial, Contract, and Reporting Support

- Prepare information and reports for the annual Town audit.
- Prepare bid documents and assist with contracts as directed by the Selectboard.
- Prepare the annual Town Report, including collecting, reviewing, editing, and organizing departmental information.

8. Technology and Office Operations

- Work with the Town's IT vendor to maintain Town computer systems and coordinate technical support when needed.
- Work with technology and other service vendors.
- Maintain office systems, records, correspondence, reports, spreadsheets, and other administrative materials.

9. Other Municipal Support

- Prepare press releases, public statements, and other communications.
- Assist the Town Welfare Administrator and serve as a liaison with welfare clients.
- Attend relevant conferences, seminars, and meetings to stay current on municipal laws, regulations, and best practices.
- Assist department heads and other Town departments as needed or directed by the Selectboard.