 ***Personnel Job Description***

**TOWN OF HANSON**

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| **Position Title:** | Part-time Administrative Assistant to the Select Board / Town Administrator / Planning Board and Town Planner - Temporary Position 35 hours per week | **Date: July 2022** |
| **Department:** | Select Board and Town Administrator | **Union Position -** Yes |
| **Reports to:** | Town Administrator/Select Board/Planning Board and Town Planner | **Grade: II** |

Position Purpose:

The purpose of this composite position is to provide administrative support to the Select Board, Town Administrator, Planning Board and Town Planner **\*\* The part-time position to the Select Board and Town Administrator is temporary until October 1, 2022 and until such time as approved by Town Meeting vote to permanently fund the position. The part-time position to the Planning Board and Town Planner will be a permanent part-time position, twenty-two hours per week, after October 1, 2022.**

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.)

**Job duties in Select Board office:**

* Assists with answering phone and voicemail messages.
* Screens incoming mail and makes preliminary determination of matters requiring BOS/TA attention.
* Check and respond to emails.
* Coordinate and maintain and update social media pages, Facebook, Town webpage with Town information and
* Assist Boards and Committees with various requests.
* Open and distribute mail.
* Assists with all annual permits and license renewals, generate licenses and permits including ABCC applications for Liquor licenses

Assist with payment of invoices and turnovers.



* Assist with logging employee attendance requests.
* Assist with the preparation of the agenda materials for Select Board meetings, research and provide background material for agenda packet.
* Prepares bills for approval and payment. Tracks and charges all bills to appropriate budget accounts.

 Assists with maintaining annual Appointments / Reappointments for Boards and Committees, generate appointment letters

* Provides back up support and assistance to Executive Assistant
* Assist with the production of the Annual Town Report.
* Assist with preparation of Annual and Special Town Meetings

**Job duties in Planning Board office:**

* Provides extensive customer service; Answers inquiries from the general public providing information regarding Massachusetts General Laws, Subdivision Control Laws, the Planning Board Rules and Regulations.
* Interacts frequently with members of the public, other Town departments, boards, commissions, engineering firms, attorneys, financial institutions and real estate agents.
* Prepares meeting agendas and posts meeting dates and public hearing notices in designated public area and on website in accordance with Open Meeting Law
* Prepares packets of relevant information and documents requiring signatures
* Schedules taxpayers, engineers, businesses to appear before the Planning Board
* Prepares all necessary follow-up correspondence, completes transmittal of official decisions rendered by the Planning Board to all appropriate parties
* Drafts department correspondence as directed by the Town Planner and Planning Board
* Assists public with filings and applications for submission to the Planning Board.
* Reviews Planning Board application filings and applications for completion and accuracy information
* Files subdivision plans with Town Clerk and distributes plans to appropriate town officials
* Notifies consultant engineer of Planning Board requests for project review
* Forwards all new and updated Planning Board submissions to consultant’s engineer
* Maintains department records and documentation
* Updates department webpage
* Maintains records of departmental expenses and accounts, including bond accounts, escrow accounts and updating applicants on status of escrow accounts
* Attends relevant trainings and professional meetings as directed
* Processes weekly cash turnovers and forwards to Treasurer / Collector’s office copied to Town Accountant
* Opens mail and orders supplies for the office
* Maintains spreadsheets of department’s budget
* Performs other related duties as required
* Attends Planning Board and Economic Development Committee meetings
* Transcribe meeting minutes
* Post and file approved meeting minutes with the Town Clerk and post meeting minutes on the appropriate webpage
* Attends evening Economic Development Committee Meetings
* Prepares and drafts EDC Meeting Agenda
* Creates documents of note for meeting/prepares packets/ emailing members prior and after meeting
* Recording EDC Meeting
* Transcribe EDC Meeting Minutes
* Gets EDC Meeting Minutes approved and stamped with Town Clerk
* Posts EDC Meeting Minutes to website
* Reserves Room for EDC Meeting
* Given ad-hoc research and other projects
* Records backlogged EDC Minutes from previous clerk/stamps with Town Clerk and uploads to website
* Researches for/prepares and drafts articles for EDC
* Schedules EDC meetings around BOS and other scheduled events working with member’s calendars
* Works with newspaper to publish requested meetings, etc. for EDC.
* Prepares motions/articles/amendments
* Project Management for EDC
* Posts meeting dates and public hearing notices in designated public area and on website in accordance with Open Meeting Law
* Posts public meetings for Economic Development Committee; assists with special projects as needed

Minimum Qualifications:

Education, Training and Experience:

The successful candidate will be a High School graduate / Associates Degree or equivalent and experience in secretarial/business field; one to three years of responsible experience in a fast paced administrative and/or office environment; or any equivalent combination of education and experience. Excellent communication and public relations skills. Ability to work with the public on a daily basis. Ability to organize and coordinate multiple tasks with minimal supervision.

Knowledge, Ability and Skill:

General knowledge of the organization of town government is preferred. General knowledge of office management practices and procedures. General knowledge of related State and Federal statutes, local by-laws, Open Meeting Laws, regulations, procedures and forms. General knowledge of departmental operations and relationships with other town departments. Knowledge of computer programs used in the work of the office.

Ability to communicate effectively both orally and in writing. Ability to maintain accurate and detailed records and to prepare reports from same. Ability to develop effective working relationships with colleagues and the public. Ability to work effectively under time constraints to meet deadlines. Ability to maintain confidentiality in accordance with state and town by-laws. Ability to establish priorities and make decisions.

Strong keyboard and note taking skills. Strong interpersonal skills. Strong organizational skills. Strong skill in word processing and spreadsheet applications.

Supervision:

Works independently under the general direction of the Town Administrator, Select Board,

Performs varied and responsible complex administrative and technical functions requiring comprehensive knowledge of departmental operations and the exercise of independent judgment and initiative 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; incumbent must meet deadlines, oftentimes on short notice.

Job Environment:

Performs functions under fast paced, busy office conditions, works with numerous interruptions and with minimal exposure to occupational risks; required to take minutes of evening meetings.

Operates computers, telephone and other standard office equipment.

Physical Requirements:

(The physical demands described 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.)

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges.

(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.)

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer