



## TOWN OF AYER

### JOB POSTING

#### **Administrative Secretary to the Town Administrator and Board of Selectmen**

The Town of Ayer is seeking a qualified candidate to serve as Administrative Secretary to the Town Administrator (TA) and Board of Selectmen (BOS). This highly responsible, full-time administrative assistant position performs comprehensive administrative and secretarial duties involving extensive customer service. The individual will administer the day-to-day operations of the BOS Office, as well as coordinate and implement various projects and events for the TA and BOS. A high level of diplomacy, discretion and confidentiality are necessary to perform the functions of this position.

Essential functions of the position include: organizing and managing the office of the TA and BOS; performs a wide variety of frequently highly sensitive and confidential executive level administrative duties; maintains the TA's schedules and calendars of the BOS; provides exceptional customer service by furnishing information in person, by telephone and electronically to the general public, media, and outside agencies concerning town policies, rules and regulations, and functions of town departments; serves as town's central point of contact; receives complaints and responds to complaints appropriately; makes referrals as necessary; creates vouchers to pay and track expenses; creates and maintains department files, including personnel, procurement and project files; is responsible for taking and maintaining detailed and accurate records of all BOS Meetings; prepares meeting minutes; prepares and disseminates packets for BOS Meetings; responsible for the posting of legal notices and scheduling Public Hearings; manages the printing of Town Meeting Warrants; responsible for all licenses under the control of the BOS (i.e. alcohol, common victualler, earth removal, amusement, etc.); maintains lists of licenses issued by the BOS ; prepares new licenses annually; contacts license holders; collect fees and distribute licenses; notifies appropriate State agencies of licenses issued; acts as the Town's Parking Clerk; processes all parking tickets; conducts hearings; responds to citizen complaints regarding parking tickets; and works on special projects performing similar or related work as required, directed or as situation dictates. Additional duties as assigned by the TA.

Recommended Minimum Requirements: Associate's degree in related field desirable and at least three years of progressively responsible administrative experience within a municipal government office; or any equivalent combination of education and proven administrative experience. A valid Massachusetts Driver's License. Ability to handle confidential information and to maintain, manage and organize complex records. Ability to effectively communicate orally and verbally and work with town officials, employees and the general public. Skills in word processing, spreadsheet applications and desktop publishing; excellent customer service skills; and a proven ability in maintaining confidentiality. Must attend night meetings of the BOS.

Salary and Benefits: Full-Time (40 hours per week); Must attend night meetings of the BOS; Benefitted Position; Annual salary range \$43,472 - \$44,453 DOQ. For a complete job description, visit the Town of Ayer's web-site at [www.ayer.ma.us](http://www.ayer.ma.us).

Qualified Candidates should submit a letter of intent, resume, and references to: Mr. Robert A. Pontbriand, Ayer Town Administrator, 1 Main Street, Ayer, MA 01432 or to [ta@ayer.ma.us](mailto:ta@ayer.ma.us) by the **deadline of 5pm on Wednesday, March 26, 2014.**

*The Town of Ayer is an Equal Opportunity Employer*

[Job Posted March 11, 2014]

## **ADMINISTRATIVE SECRETARY TO THE TOWN ADMINISTRATOR AND BOARD OF SELECTMEN**

### **Definition**

Responsible for routine to complex administrative and secretarial work in providing support services to the Town Administrator and the Office of the Board of Selectmen; all other related work as required.

### **Supervision**

Works under the general supervision of the Town Administrator.

Performs varied and responsible 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.

### **Job Environment**

Work is performed under typical office conditions.

Operates computer and other standard office equipment.

Makes frequent contact with Town officials, Town employees, local businesses and civic groups, state and federal agencies, and the general public, requiring patience, tact and discretion.

Errors could result in delay and confusion and could have direct legal repercussions; errors may cause poor public relations.

### **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.)*

Organizes and manages the Office of the Town Administrator and Board of Selectmen; disseminates correspondence, clarifies procedures for citizens regarding hearings, licenses, permits, procedures, policies and complaints; assists and answers questions of public officials, department heads and staff.

Schedules appointments for/with the Town Administrator; schedules and arranges various meetings; takes messages and directs calls; receives and responds to complaints; refers complaints to appropriate department heads or other entities for action.

Drafts, types, logs and files correspondence; records minutes of meetings; copies, collates, assembles and binds various reports; compose routine correspondence, memoranda and notices; takes dictation; opens, sorts, prioritizes and directs mail.

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Responsible for posting of legal notices and public hearings in newspapers.

Prepares and organizes all meeting materials for the Selectmen's meetings; attends Selectmen's meetings; takes minutes of meetings; transcribes and types minutes.

Responsible for coordinating the publication of the annual Town Report, and arranging the logistics for the Annual and Special Town Meetings.

Responsible for all licenses under the control of the Board of Selectmen (i.e., alcohol, common victualer, earth removal, amusement, etc.)

Acts as the Town's Parking Clerk; process all parking tickets; conducts hearings; responds to citizen complaints regarding parking tickets.

Works on special projects; performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Associate's Degree in business, office management or related field; three years of progressively responsible experience in administrative work or office management; or any equivalent combination of education and experience.

#### **Knowledge, Ability and Skill**

*Knowledge.* Working knowledge of office procedures and machines. Familiarity with Town government. Working knowledge of departmental operations and relationship with other Town departments and offices.

*Ability.* Ability to maintain confidential information. Ability to maintain, manage and organize complex records. Ability to deal appropriately with Town employees, Town officials and the general public.

*Skill.* Skill in word processing, spreadsheet applications and desktop publishing. Excellent customer service skills.

#### **Physical Requirements**

Minimal physical effort demanded when performing functions under typical office conditions. Ability to operate a keyboard at efficient speed and to sit at a computer for long periods.

*(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.)*

*Ayer, Massachusetts  
Administrative Secretary  
Town Administrator and Board of Selectmen*