



Job Description

Town of Ayer

Administrative Coordinator

Position Purpose:

- The purpose of this position is to provide full-time professional administrative support, customer service, and coordination of the Town's Building, Conservation, Economic Development, and Planning functions as they pertain to assisting the public; various land use related projects; work load; and initiatives. Performs all other related work as required.

Supervision:

- The position is appointed by the Ayer Board of Selectmen and reports directly to the Town Administrator. The position will work closely with the Building Commissioner, Economic Development Director, Conservation Commission, and Planning Board.

Essential Functions:

- Composes and types letters, Order of Conditions, Determination, minutes of meetings, appeal notices and decision, building permits and building reports, hearing and abutter notices. Process agenda packets for Boards review prior to meetings.
- Schedules appointment for meeting, prepares agendas; receives visitors; makes telephone calls providing information and reference to appropriate boards and/or departments, receives and processes outgoing mail. Serves as the ombudsman for the Town's land use departments.
- Maintains and secures the file system, financial records and office supplies; monitors statutory deadlines, keeping board informed to insure that deadlines are met.
- Prepares vouchers for monthly bills and dues; collects and prepares schedule of department payments to the Treasurer for building permits, hearing, ANR's and subdivision.
- Provides professional customer service and administrative support for the Building, Conservation, Economic Development, and Planning Board as needed.
- Performs similar or related work as required.

Knowledge, Ability and Skill:

Knowledge of municipal building, planning and land use functions, roles and responsibilities. Excellent organizational and communication skills. Excellent customer service skills. Ability to work effectively and efficiently across a wide spectrum of departments and tasks. Ability to prioritize and multitask.

Classification:

The position is classified under the AFSCME 93 Town Hall Clerical Union.

Salary:

Full-time (40 hours per week), benefitted position; salary (\$19.77 per hour; \$41,121/year)

The Town of Ayer is an Equal Opportunity Employer