

**Position Purpose:**

Executes a wide variety of professional duties and responsibilities for the Board of Selectmen and works closely with the Town Administrator in this regard. The Administrative Assistant works consistently and effectively to implement policies and programs initiated by the Board of Selectmen and Town Administrator. Assists in the overall administration of the Office of the Board of Selectmen, including the implementation of new municipal technologies designed to improve and streamline the efficient use of resources of the town in serving the general public (Website, software, electronic reporting, telephone system); works closely with the Board of Selectmen and Town Administrator to maximize municipal outputs and cost effective constituent services; and assists in carrying out directives initiated by the Board of Selectmen in accordance with all laws and Town rules, regulations, ordinances, policies and procedures. Performs all other related work as required.

**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.)*

- Performs all administrative duties for the Select Board including preparing meeting agendas (public and non-public), timely postings and Board members meeting packets
- Attends all Board meetings and any assigned meetings by the Board of Selectmen
- Assists Boards and Department Heads, as needed, as directed by the Board of Selectmen and/or Town Administrator
- Assists with the annual Town Meeting process under the direction of the Town Administrator
- Maintains the Select Board Office filing systems
- Oversees the Select Board Office correspondence (written and electronic responses), as advised by the Board of Selectmen
- Coordinates with the Town Administrator, all Right-to-Know law requests, and keeps a record of requests on file
- Organizes and records the Select Board public and non-public minutes
- Manages key control for the public and staff
- Manages the Town Calendar and the Selectmen Calendar
- Maintains all Town Policies and assists with the training for Town Departments, Boards, Commissions and Committees
- Works with the Town Administrator on grant applications for the town
- Administers and updates the Town Website
- Assists in the production of the annual Town Report with guidance from the Town Administrator
- Serves as Back up for all timber and excavation intents and billings for the Assessor
- Manages and tracks all Board appointments and keeps accurate records of these actions
- Assists with the management of the Town's Property and Liability Insurance under the direction of the Town Administrator
- Maintains the Town's Risk Management Program
- Creates and/or posts Requests for Proposals / Quotes
- Coordinates building maintenance and repairs with applicable contractors, as advised by the Board and Facilities Custodian
- Maintains and orders office supplies for the Town Office and other departments, as needed

- Assists with office contracts with applicable businesses or contractors for such items as copiers/printers, office cleaning, office supplies, as advised by the Board
- Assists the Town Administrator with town purchases, as needed
- Answers the phone and provides information or directs call to proper person, provides messages if person is unavailable
- Accepts applications and payments for fees, remits payments to the Treasurer along with a log of those payments under the town's finance policies
- Maintains the supply of various applications/forms used in town activities
- Opening / closing duties of Town Office during scheduled business hours
- Retrieves mail from the Post Office and takes mail at end of day
- Serves as Back Up, with proper training, of assessing information relative to properties in town using Avitar assessing software.
- Serves as Back Up, with proper training, for accounts payable processes in the Town's Accufund system
- Assists the Board of Selectmen and Town Administrator to create a town document management and imaging system

And other essential duties as assigned by the Board of Selectmen.

**Recommended Minimum Qualifications:**

**Education, Training, and Experience:**

Associate degree and/or Bachelor's degree (preferred) in Public Administration, Business Administration, or related field plus five years' administrative and municipal management experience; or any equivalent combination of education and experience. These are the key areas of expertise are:

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- College degree or equivalent with documented training in computer, secretarial and clerical skills
- Exceptional technology skills coupled with practical application experience
- Strong organizational and general office skills, with attention to detail
- Ability to work independently but in coordination with other personnel
- Knowledge of office computer systems, Microsoft Office, Video Conferencing, Google Workspace, and information systems applications
- Strong communication skills, both written and verbal
- Strong customer service skills for interaction with the public
- Knowledge of local government in New Hampshire
- Outstanding ethics and integrity in public service

**Knowledge, Ability, and Skill:**

*Knowledge:* A solid understanding of local governmental principles regarding effective town administration, municipal management, town budgeting, personnel administration, and New Hampshire State statutes. An exceptional working knowledge of municipal technology and demonstrated results from practical applications in a municipal and/or a business management setting. Command of town office administrative procedures complimented by the ability to effectively plan, organize, and research complex municipal problems and deliver results in a fast-paced setting.

*Ability:* Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials, and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.

*Skill:* Proficient public administration and technology skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Effective administrative, organizational and communication skills. Proficient in utilizing contemporary office applications for word processing, database, spreadsheet, presentation, and internet use.

**Physical Requirements:**

*The physical demands described here 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.*

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

**Supervision:**

*Supervision Scope:* Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment in providing professional advice to the Board of Selectmen and town officials, departments, boards, and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town.

*Supervision Received:* Conducts work under the policy direction of the Board of Selectmen and the Town Administrator with an emphasis on results oriented municipal administration.

*Supervision Given:* Coordinates activities of all Town Department Heads and supervises Town Office clerical staff that is under the control of the Board of Selectmen. Assists and advises the Board with the personnel functions of hiring, evaluating, disciplining, promoting, and dismissing Town employees.

**Job Environment:**

- Most work is performed in office conditions; regular schedule requires attendance evening meetings; additional time is required to prepare for meetings and other events.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants, and vendors.
- The employee has access to all town-wide confidential information, including bid proposals, personnel records, agreements, and legal proceedings.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

*(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.)*

Starting salary commensurate with qualifications. Salary Range to \$48,500 with full Town benefit package. Newton, NH is an equal opportunity employer. For additional information related to the search contact Mark Andrews, Town Administrator, Town of Newton, NH at 603.382.4405 X8 or TownAdmin@newtonnh.net. Resume, cover letter and five (5) references in confidence as PDF attachment to: TownAdmin@newtonnh.net.

**DEADLINE: Monday, November 7<sup>th</sup>, 2022, at 8AM EST**

The Selectmen reserve the right to accept or reject and/or all applicants as deemed by them to be in the best interest of the Town. Rate commensurate with experience/credentials.

## Administrative Assistant for the Board of Selectmen

Town of Newton, New Hampshire

The town of Newton, New Hampshire (population approximately 4,600) seeks a proactive professional candidate to serve as Administrative Assistant for the Board of Selectmen. The town of Newton typifies the small-town charm of a traditional New England community and is just minutes to commercial resources of Plaistow and Salem NH along with Haverhill, MA. This position reports to a five-member Board of Selectmen and works closely with a Town Administrator, town Department Heads, Boards, Commissions and Committees. The successful candidate should have a solid understanding of municipal government and effective and efficient public administration. The Administrative Assistant works to successfully implement policies and programs initiated by the Board of Selectmen and Town Administrator. Assists in the overall administration of the Office of the Board of Selectmen, including the implementation of new municipal technologies designed to improve and streamline the efficient use of resources of the town in serving the general public. Associate degree and/or Bachelor's degree (preferred) in Public Administration, Business Administration, or related field plus five years' administrative and municipal management experience; or any equivalent combination of education and experience.

Salary Range to \$48,500 with full Town benefit package. Newton, NH is an equal opportunity employer. For additional information related to the search contact Mark Andrews, Town Administrator, Town of Newton, NH at 603.382.4405 X8 or [TownAdmin@newtonnh.net](mailto:TownAdmin@newtonnh.net).