



Job Title	Administrative Specialist
Department	Office of Town Manager & Select Board
Employment Status	Full Time
FLSA Status	Non-Exempt
Classification	I-05

Scope of Work

Under the general supervision of the Support Services Manager, the Administrative Specialist will perform specialized administrative duties in support of the Office of the Town Manager and Select Board. These duties will include managing Select Board and Town Manager-approved licensing and permitting; leading office billing and payment processes; overseeing the rental of indoor and outdoor event spaces under the Town Manager and Select Board's jurisdiction; assisting in the development, review, and publication of Select Board agendas and minutes; assisting in the resolution of resident concerns; and aiding the Town Manager in other duties as assigned.

Supervision

Received	Support Services Manager
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Oversees and carries out issuance and renewal of licenses and permits under the jurisdiction of the Select Board and Town Manager.
- Liaison between applicants and Town Departments to secure approvals for special events, licenses, and permits.
- Prepares and processes payment invoices, including coding of expense categories for Select Board, Office of the Town Manager, Human Resources, Legal Services, Town Meeting, and Municipal Parking leases.
- Manages reservation of and facilitates events in Town Hall, to include coordinating with and billing users.
- Assembles agenda information for the weekly emails and bi-monthly packets distributed to the Select Board.
- Posts meeting notices for Select Board and associated committees; prepares correspondence related to post-Select Board meetings.

- Reviews and revises Select Board meeting minutes.
- Greets visitors, provides information regarding Town services answers telephone, explains office procedures, and responds to questions.
- Provides assistance to residents, guests, patrons, staff, and board and committee members.
- Attend occasional board and committee meetings after normal business hours.
- Performs other duties as assigned.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- An Associates degree is required, Bachelors Degree preferred.
- Four to six (4 to 6) years of administrative experience in billing, licensing, procurement, constituent service, executive support, research, or related field, to include internships, fellowships, and similar programs.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Proficiency with word processing, database, and spreadsheet applications • Familiarity with purchase order processing, billing, and vendor interaction
Ability to	• Ability to operate independently with high attention to detail
Skill in	• Strong organizational and communication skills • Desire to think creatively to improve processes and systems • Willingness to coordinate facility rentals and coordinate events • Flexibility to assist in unique, person-centric interactions to resolve resident questions • Dedication to public service and willingness to learn • A sense of humor

Necessary Special Requirements

None

Physical Demands

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer