



Job Title	Administrative Specialist
Department	Various Departments
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position serves as an administrative assistant to a specific department within the Town, providing overall administrative support and handling a wide variety of complex situations with diplomacy and discretion.

Supervision

Received	Various Department Directors
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.

General Tasks:

- Handles and/or directs complaints from the public and co-workers.
- Advises residents, businesses, contractors, etc. on Town rules and regulations.
- Maintains executive calendars and schedules appointments, conferences, and events.
- Creates annual and weekly meeting lists.
- Maintains department files.
- Enters requisitions and processes department expenditures.
- Prepares reports and tracks program revenue and expenditures.
- Manages payroll functions for the department, including distributing checks and resolving issues with payroll.
- Compiles data to assist in budget preparation and monitors expenses.
- Maintains supplies inventory; anticipates and orders needed supplies; submits bills for payment.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Board of Appeals:

- Administers permit activities and related public hearing documents for all special permits, variances, 40B applications, building commissioner appeals, etc.

- Provides regulatory, technical, and administrative support to the Director and Board.
- Assists petitioners with applications and procedures.
- Coordinates plan reviews with all affected Town Departments.
- Reviews applications for completeness.
- Prepares and places advertisements for hearings and ensures that legal requirements concerning time limits and formats are met.
- Prepares agendas for the Board of Appeals and compiles information.

Finance:

- Reviews invoice batches and posts to create weekly warrant check run.
- Approves purchase orders based on department budget.
- Researches, analyzes, and resolves payment problems with vendors.

Parks and Recreation:

- Maintains the registration software.
- Assists with the marketing strategy and outreach for the department.
- Coordinates and maintains event registrations.
- Creates program information and program brochures.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with an Associate's Degree in Accounting, Office Management, Administration, or related field, supplemented by at least 4 years of experience as an administrative assistant/specialist preferably in a local or state government setting.

Knowledge, Ability, and Skill

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

Knowledge of	• Department policies and procedures. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Deal with highly sensitive information and maintain confidentiality. • Communicate effectively both verbally and in writing. • Perform basic math and accounting functions. • Prepare complex correspondence and reports. • Establish and maintain effective working relationships with elected officials, supervisors, coworkers, retirees, contractors, vendors, and the general public.
Skill in	• Benefits administration. • Oral and written communications. • Strategic thinking and decision making. • Public relations.

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