

SENIOR ADMINISTRATIVE COORDINATOR

Board of Selectmen

DEFINITION

Under general supervision of the Town Administrator, responsible for administrative duties related to licensing and related public hearings; preparation of Selectmen's weekly agenda and supporting materials; preparation for annual and special Town Meetings; management of office staff, including customer service; and provision of professional staff support to the Town Administrator.

ESSENTIAL FUNCTIONS

- P Administers Board of Selectmen licensing and permit activities and public hearings related to liquor, fuel storage, utilities, Class I and II, common victualer, taxi, bowling licenses, permits and applications, subject to confirmation by Town Council and formal action by the Board of Selectmen. Assists parties with applications and procedures, conducts necessary legal and related research, prepares and presents recommendations.
- P Oversees preparation of Selectmen's agenda and compilation of information and background packets; prepares related correspondence. Provides administrative support to committees of the Board.
- P Oversees Board of Selectmen's office operation, including assignment of work as required to Department Assistants, and input into staff selection and performance evaluation.
- P Provides senior level assistance to internal and external customers of the Town, including members of the public, staff of the Town, board and committee members, etc. Greets visitors, answers phones, explains office procedures, refers callers to appropriate areas based on broad familiarity with all department operations within the Town, responds to questions and works with town staff and department managers to resolve questions and issues.
- P Develops, recommends and implements new office systems to improve the efficiency of the Selectmen's office operation, with a primary focus on automated systems.
- P Oversees office Bookkeeping operations, including preparation of deposits and payment of invoices.
- P Responsible for overseeing preparations for annual and special Town Meetings, including compilation, production and distribution of related warrants.
- P Provides professional staff assistance to the Town Administrator and participates in special projects, such as the Babson Scholarship program, organization of Selectmen's annual appointments, Town Hall parking policies, etc.
- P Performs other related duties as required.

MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

- P Knowledge of standard office procedures, practices, forms, and equipment.
- P Ability to prepare substantive to complex correspondence and reports utilizing office equipment, such as typewriters, calculators, data entry terminals, etc.
- P Analytic ability to research substantive issues, operational systems, and prepare appropriate recommendations.
- P Ability to understand, learn, interpret and explain relative laws, regulations, policies and procedures and to apply such guidelines appropriately to different situations.
- P Ability to interact effectively and tactfully with a wide variety of individuals including management personnel, other department staff, outside professionals and members of the public.
- P Ability to communicate clearly and concisely with others, both verbally and in writing.
- P Ability to prioritize multiple tasks and deal effectively with interruptions.
- P Ability to perform detailed work accurately and efficiently within strict deadlines.

Education and Experience

Duties require knowledge of office administration, municipal operations, financial recordkeeping, and automated office systems and procedures equivalent to two years of college and 5-7 years of related experience.

SUPERVISORY RESPONSIBILITY

Assists in supervision of three office staff.

PHYSICAL ELEMENTS

- P Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- P Frequent interruptions to assist customers in the office or by phone.
- P May spend periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.