

Part-Time Administrative Assistant Position

The **Selectboard's Office** is accepting applications for an **Administrative Assistant**. Duties include performing clerical and secretarial functions for the Selectboard and Town Administrator's Office, including filing and maintenance of documents and records, answering phone calls and emails, preparing correspondence, conducting research, updating website and emergency notification system, performing data entry, providing customer service, and assisting in the daily operation of the office.

Excellent interpersonal, computer skills, taking meeting notes and attention to detail a must.

This is a part time (20 hour/week) union position (NAGE), Monday – Thursday schedule, excellent benefits including health insurance, vacation and sick time. Starting salary is \$18.26/hour.

The Town of Montague is an equal opportunity employer and is interested in candidates from a diverse range of cultural, ethnic, and racial backgrounds, and who are well-suited to understanding and addressing the needs of the diverse population we serve.

Please submit resume and cover letter to Wendy Bogusz at: wendyB@montague-ma.gov by 10/13/22.

Full job description available at: <https://www.montague-ma.gov/p/308/Employment-Opportunities>

POSITION TITLE:	Administrative Assistant	DATE:	June 2022
DEPARTMENT:	Selectboard	GRADE:	NAGE B
REPORTS TO:	Executive Assistant	FLSA:	Non-Exempt

Statement of Duties

Position performs clerical and secretarial functions for the Selectboard and Town Administrator’s Office. Responsibilities include filing and maintenance of documents and records, answering telephone calls, receiving, and assisting customers, preparing correspondence, conducting research, updating website and CodeRed, performing data entry, providing customer service, and assisting in the daily operation of the office.

Supervision/Guidance Received

Employee works under the general supervision of the Executive Assistant. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. Unusual situations are referred to the supervisor for further instructions. Reviews and checks of the employee’s work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed.

Job Environment

Position responsibilities require the use of judgement to follow standardized practices, procedures, or general instructions that govern the work. Employee is expected to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline for a given situation. Employee plans and prioritizes work in response to the nature of the transaction and/or the information involved, or sought, in a particular situation, at the direction of their supervisor.

Errors can result in a delay of service.

Position has occasional contact with the public, in person or on the phone. Position has daily contact with other town departments for the purpose of giving or receiving information and assistance and coordinating tasks. Contact usually occurs in person, in writing, or on the phone. Errors can result in a delay of service.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position.

Essential Functions

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1. Performs clerical duties for department; prepares correspondence; copies documents; maintains and updates files and records; prepares reports and mailings.
2. Assists with development/compilation of information for Selectboard meetings, including minutes; attends Selectboard meetings in absence of Executive Assistant.
3. Processes and maintains records of bills and invoices, appointments, attendance reports, benefit changes, licenses, postings, and any other business of the Selectboard Office.
4. Receives incoming calls and visitors to the office; responds to inquiries or requests for assistance or directs customers to the appropriate personnel for assistance
5. Maintains and updates Town databases, inputs, and updates information as required, and generates reports as requested
6. Updates Town website, social media, and other communication media with Selectboard and Town news and information.
7. Provides assistance, consistent with job skills, to other Town departments or committees at discretion of supervisor.
8. Performs other Selectboard office tasks as may be required.

Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a High School diploma or equivalent with strong computer and writing skills, and one (1) to three (3) years experience in an administrative or similar environment.

Additional Requirements

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of the following:

- Principles, practices and methods related to office procedures

Skill in:

- Communication, customer service and organization skills
- Proficiency with common office software (Microsoft Office Suite)
- Aptitude with technology

And the ability to:

- Manage and organize accurate, detailed records
- Handle multiple tasks simultaneously, despite interruptions
- Deal effectively with officials, employees, and the public
- Maintain patience, tact, and exercise good discretion

Tools and Equipment Used

- The employee operates standard office equipment (e.g., personal computer, telephone, copier, facsimile)

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Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Minimal physical effort is required to perform administrative duties. The employee is frequently required to sit, speak, hear, and use hands to operate computer during work hours. The employee must regularly stand and walk. Vision requirements include the ability to read routine documents for analysis and general understanding and view a computer screen. The position requires lifting and carrying objects weighing up to 10 pounds.

Work Environment (Hours may be flexible)

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Administrative work is performed under typical office conditions. Occasional coverage of evening Selectboard Meetings when the Executive Assistant is unavailable.

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.

Approved:

Steven E. Ellis
Town Administrator

Date _____

Board Chair

Date _____