

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT TO TOWN OF CHESTER

TOWN ADMINISTRATOR AND BOARD OF SELECTMEN

February 2023

Administrative and secretarial work supporting and working under the general direction of the Town Administrator and Board of Selectmen in the discharge of all department function and related work as required.

Individual performs various responsibilities and duties requiring the exercise of significant independent judgement and discretion in assisting citizens and town employees. Work is performed in a typical office environment and requires operation of a variety of office equipment i.e., computers, calculators, copiers etc.

Work entails frequent contacts requiring courtesy and discretion with town and state officials, community organizations, town employees and the general public.

Essential Functions

- Attends BOS meetings, takes and types minutes, completes follow through from directives issued at meetings.
- Assures minutes and warrants are signed by BOS and returned or posted to the town website in a timely manner.
- Attends meetings, webinars as requested by the Town Administrator.
- Answers questions and furnishes information in person, via telephone or e-mail to the general public concerning town policies, rules and regulations and functions of town departments.
- Receives complaints and responds to complaints appropriately, makes appropriate referrals as required.
- Provides support as needed to other town departments including but not limited to Water, CMELD, tax collector, town clerk, etc.
- Manages day-to-day activities: sorts and reviews mail. Responsible for typing notices, memos, reports, correspondence and other documents for the BOS, and Town Administrator.
- Distributes correspondence, schedules appointments, order supplies.
- Maintains department filing system, shredding documents as needed.
- Prepares fiscal year appointment for town department heads, officers, town boards, commissions and committees and maintains records of Moderator, Selectmen and Town Administrator appointments.
- Prepares packets for liquor license applications and completes follow up with the Tax Collector and Town Administrator once they have been returned.
- Accepts and records fees for department activities, keeps account ledger and turns over monies received from licenses, permits and public hearings. Receives applications for various licenses, types and issues licenses once approved by the BOS and state or federal agencies where appropriate.

Upon Training

- Cemetery organization of the deeds and plot plans and prepares deeds for residents purchasing a burial plot.
- Assists the Town Administrator in the preparation of the annual town budget, including the typing and distribution of budget forms and instructions, the entry of the budget data into the computer and the typing of final budget documents.
- Processes property/liability/vehicle claims.

- Prepares annual purchasing contracts and bid packages for Hampshire County Council of Government and other applicable agencies.
- Works with vendors to provide information as needed regarding bid package preparation, contract agreements, purchasing and other services. Researches and applies for available grants.