



TOWN OF CHESTER  
15 MIDDLEFIELD ROAD  
CHESTER, MASSACHUSETTS 01011

(413) 354-7760

TownofChester.net

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**JOB DESCRIPTION**  
**ADMINISTRATIVE ASSISTANT TO**  
**CHESTER TOWN ADMINISTRATOR AND BOARD OF SELECTMEN**

**June 2024**

Administrative and secretarial work supporting the Town Administrator and Board of Selectmen in the discharge of all department functions and related work as required.

Works under the general direction of the Town Administrator, and BOS. Performs varied and responsible duties requiring the exercise of significant independent judgement and discretion in assisting citizens and town employees.

Assists in the coordination of the activities of the BOS, and Town Administrator. Provides support as needed to other town departments including but not limited to Water, CMELD, tax collector, town clerk, and others as required.

The position is a part-time, non-benefitted position of up to 16 hours a week.

Works under the Supervision of, and reports to the Town Administrator.

Work is performed in a typical office environment and requires operation of a variety of office equipment i.e., computers, calculators, copiers, scanners, etc.

Work entails frequent contacts requiring courtesy and discretion with town and state officials, community organizations, town employees and the general public. Sometimes handles information of a personal and confidential nature and must ensure the privacy of certain communications.

**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.
- 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.

*Chester, The Gem of the Valley*  
The Town of Chester is an Equal Opportunity Employer.



- 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.

**Please send resume and cover letter to:**

**Don Humason**

**Town Administrator**

**Chester Town Hall**

**15 Middlefield Road, 2<sup>nd</sup> floor**

**Chester, Massachusetts 01011**

**[TownAdministrator@TownofChester.net](mailto:TownAdministrator@TownofChester.net)**

**For More Information, contact Don at 413-354-7760**

**Posting remains open until the position is filled**