

TOWN OF WOODSTOCK, VT

Administrative Assistant to the Municipal Manager

Job Description

SUMMARY:

The Administrative Assistant is a full-time position which provides clerical and general office assistance to the Town Manager. The position provides a full range of support functions in a small municipal office.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Assist in a variety of highly responsible, complex and confidential administrative duties under the direction of the Town Manager.
- Maintains calendars and schedules, arranges appointments, meetings and travel as needed.
- Acts as receptionist; screening and assisting callers and visitors as appropriate.
- Responds to requests from coworkers, citizens and other members of the public in a positive and courteous manner. Resolves issues with the scope of information and authority of the position, referring all other issues to the appropriate person.
- Assists in agenda preparation, including posting notices and assembling background materials, taking minutes of meetings as needed.
- Assists in Town and Village Meeting preparation and organization.
- Compose routine correspondences; type a variety of materials, including correspondence, reports and memos, proof read previously prepared material.
- Maintains and updates administrative files, including confidential employee files, manuals and other resource and/or reference materials.
- Organizes, types, proof and compile the Annual Town and Annual Village Reports.
- Receive and file bid documents.
- Research, compile and organize data for special projects.
- Participate in office management activities such as ordering supplies, processing mail, organizing luncheons, etc.
- Post items to Town website.
- Maintain professional working relationships.
- Assist residents with tax payments.
- Gather mail from post office box daily.
- And other duties as assigned.

Hours:

The Administrative Assistant works from 8:00 – 4:30 p.m. Monday through Friday, holidays excepted with a one-hour unpaid lunch. Often the Administrative Assistant will be responsible for opening and closing the town offices.

QUALIFICATIONS:

Two years of higher education in a relevant field plus five years of relevant work experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

Must possess:

- Excellent public contact and organizational skills.
- Ability to build and maintain effective work relationships.
- Good computer skills, including a working familiarity with Microsoft Word, Excel and good internet navigation and use skills.
- Good verbal and written skills.
- Ability to do basic accounting and mathematical computations with high degree of accuracy.
- Ability to use good judgement in maintain confidential information.
- Ability to sit at a workstation for extended period.
- Ability to operate basic office equipment, including personal computers, copier, and fax machine.
- Occasional evening availability.