

Town of Nahant
Administrative Assistant to Board of Selectmen/Town Administrator
Job Posting

The Town of Nahant is seeking qualified applicants for the full-time position of Administrative Assistant to the Board of Selectmen and Town Administrator. This non-union, confidential position performs a variety of duties which require a degree of decision making based on a comprehensive knowledge of departmental functions and utilizing standard office procedures.

Qualified candidates will possess a minimum of an Associate's Degree in business, public administration or any discipline relevant to this position. A Bachelor's Degree plus two (2) years of experience in a municipal setting is preferred.

Excellent written/oral communication and Microsoft Office skills required. Applicants must be able to pass a criminal background/CORI check. Salary Range \$43,497 - \$53,186 DOQ. See full job description attached to this notice.

Please email resumes to: abarletta@nahant.org by August 31, 2018.

AA/EOE August 9, 2018.

Or mail to: Antonio Barletta
Town Administrator
Nahant Town Hall
334 Nahant Road
Nahant, MA 01908

Resumes held in confidence
No telephone calls please.

TOWN OF NAHANT

ADMINISTRATIVE ASSISTANT TO BOARD OF SELECTMEN/TOWN ADMINISTRATOR

Definition:

Performs secretarial, clerical, accounting, and administrative work of a confidential and responsible nature. Work is assigned by the Town Administrator. This is a non-union, confidential position.

Responsibilities:

Performs work under the direction of the Town Administrator. Responsible to perform the basic duties, administrative and other tasks as assigned without direct supervision.

Coordinates activities of the Town Administrator with the town departments, officials, boards, committees and general public.

Responsible for maintenance of MIIA – insurance – reporting, claims, grants, and rewards program.

Updates and maintains highly confidential human resource department files.

Coordinates information for collective bargaining issues.

Compiles information regarding personnel issues, including but not limited to grievances, disciplinary action, contracts etc.

Works with Veteran's Agent in processing paperwork and assisting veterans.

Has authority to coordinate/implement matters on behalf of the Town Administrator, or as delineated by directive, policy or procedure.

Performs a variety of responsible secretarial, accounting and clerical duties, often highly confidential in nature, requiring good judgment and tact. Has thorough knowledge of general office procedures, personnel practices, departmental functions, the Town's Charter/Special Act, By-laws, policies, and procedures.

Transcribes minutes and records votes for all Board of Selectmen's meetings.

Coordinates and assembles meeting packages for distribution to the Board of Selectmen prior to every Board Meeting.

Compiles and assembles the Annual Town report and assists with the Warrant and FinCom report.

Maintains an active list of appointments and fees made by the Town Administrator/Board of Selectmen and sends out appointment letters annually and as needed.

Serves as point of contact for customer service inquiries/issues addressed to Town Administrator/Board of Selectmen received in person, telephone, email or writing. Works with appropriate departments to resolve the issues.

Answers telephone and DPW radio (as base), works with the DPW to resolve resident complaints, and trouble shoots water meter issues. Interacts with the general public, and with other Town officials and employees in a professional matter. Assists with water and trash billing, abatements, and resident questions as needed.

Responsible for booking special events, licensing, Greenlawn cemetery, leases, and contracts. Has typing skills, excel expertise, access database expertise, and experience with personal computers utilizing spreadsheet and office management programs (Windows based).

Works on special projects as assigned by town administrator

Examples of Work:

Receives visitors, letters/mail, and telephone calls; makes appointments and coordinates attendance for meetings, conferences, etc.; may be asked to represent the Town at those meetings, conferences, etc. Prepare meeting postings and agenda(s) for public meetings as directed by the Town Administrator.

Reports insurance claims, MIIA rewards, and grants.

Prepares Excel budgets, benchmarking analyses and updates to capital plan.

Assists the Town Administrator and other Town departments, boards, agencies, officials, etc. with clerical and other administrative duties as assigned, and as extraordinary events warrant.

Handles various official correspondences. Prepares documents, permits, and other items for the Administrator signatures, or issues these items as authorized.

Prepares legal notices, job postings, newspaper advertising, and contracts.

Notifies the general public and/or affected parties of public hearings, contract awards, board and committee appointments, and relevant decisions of the Town Administrator and/or Board of Selectmen.

Processes license renewals, burials, rentals, and collects fees.