

**TOWN OF WHATELY
POSITION DESCRIPTION**

Position Title: Municipal Secretary
Department: Selectmen
Reports to: Town Administrator
Exempt/Non-Exempt Status: Non-Exempt

Grade Classification: Grade 5
Position Description Approved:
Position Description Revised:

Position Summary:

Responsible for routine to complex clerical, secretarial and administrative duties providing support services primarily to the Board of Selectmen, Town Administrator, Personnel Committee, Capital Planning Committee, Finance Committee, and occasionally to other departments, Boards and Committees; all other related work as required.

Supervision Received:

Works under the supervision and administrative direction of the Town Administrator. Sets own daily work plan; work generally requires minimal supervision with unusual situations referred to supervisor.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

Work requires attention to detail involving a significant measure of judgment and initiative but generally within established procedures. Frequent contact with other departments, employees and the general public obtaining and furnishing information; contacts require courtesy and tact. Requires broad knowledge of town operations. Has access to a wide variety of department and town confidential information including ambulance records, legal matters and other types of information. Errors can generally be detected but could result in administrative problems, delay, monetary loss, potential legal repercussions or adverse public relations.

General duties and responsibilities:

Compose and type a wide variety of departmental correspondence and documents;

Considerable contact with the public and other departmental personnel which requires courtesy and tact. Answer the phone, open and sort mail, assist public with requests, problems, complaints and appointments; direct public to appropriate departments and officials.

Order office, copier and building maintenance supplies and track purchase of recyclable products; assist with bidding of items and services.

Prepare bills for several departments for payment by the Town Accountant and process payments for building permits, ambulance bills, zoning bylaws sales and other department receivables.

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Maintain monthly calendar of Board and Committee meetings, disburse building permits, applications for special permits, and other forms related to various boards and committees. Maintain files of minutes of Board and Committee meetings and file relevant newspaper articles.

Organize and manage preparation of Annual Town Report including contacting departments for reports, editing and typing reports, composing sections of town report, seeking quotes for printing, deliver and pick-up Town Report from printer and arrange for distribution of Town Report.

Manage annual renewal of all licenses and permits issued by the Board of Selectmen including notification of licensees, receipt of payments for licenses, preparation of licenses and maintaining all files and documentation related to licenses and permits, prepare reports to state agencies related to licenses issued.

Manage insurance policies for the town including preparation of renewal applications, maintenance of insurance files, preparation of claims reports and information and review and monitoring of building and vehicle schedules.

Maintain the town's website and cable television meeting schedule.

Desired Minimum Qualifications:

Education and Experience:

High school diploma or GED with two to three years experience in a responsible clerical or administrative position; experience in serving the public; experience in a municipal government setting highly desirable preferably in a Selectmen's Office; any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of general office procedures and skill required in the performance of secretarial and clerical duties. Ability to deal with the public in a diplomatic and efficient manner. Ability to prepare some types of grant applications. Ability to communicate clearly and concisely in person, by phone, and in writing. Ability to establish and maintain effective working relationships with town officials and department employees. Ability to organize time and work independently. Ability to accomplish tasks within established time frames. Ability to maintain confidentiality in certain matters. Mathematical ability and skill in maintaining accurate, detailed records. Proficiency in operation of listed tools and equipment.

Tools and Equipment Used:

The position requires the ability to operate standard office equipment including but not limited to: personal computer programs, spreadsheets, websites and word processing software, telephone, calculator, fax machine, typewriter, copy machine.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

No significant physical effort required for the position beyond ordinary movement and exertion. While performing the duties of this position, the employee is frequently required to sit, stand, walk, bend, reach, twist, squat and kneel. The employee is frequently required to use hands to finger, handle or operate objects, tools or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work under typical office conditions. The noise level in the work environment is usually low to moderate due to office equipment, employees and the general public.

Work Schedule:

The work schedule is regular and work is moderately paced. The position requires 22 hours per week which includes an evening meeting two times a month.

Selection Guidelines:

The successful candidate will be chosen by the Board of Selectmen through the hiring procedures set forth in the town's Personnel Policies.

Summary:

The duties listed above are intended only as illustrations 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 the position.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the position change.