

- I. **POSITION TITLE: Coordinator of Administrative Support**
- II. **SUPERVISORS:** The Executive Secretary and the primary Board(s), Commission(s) or Committee Chair(s) to which the Coordinator is assigned.
- III. **GENERAL DESCRIPTION OF DUTIES:**
 - A. Provide administrative support to one or more Board(s), Commission(s), or Committee(s).
 - B. Act at the direction of the Executive Secretary to coordinate activities of Town Hall Employees who perform administrative support functions as listed from time to time by the Board of Selectmen.
 - C. Support employees in fulfilling their responsibilities to assigned Board(s) and their Chair(s) while coordinating the activities of the staff to facilitate communication, interaction, and effective public service.
- IV. **DUTIES AND RESPONSIBILITIES:**
 - A. Provide administrative support to one or more Town Boards, Commissions, or Committees.
 - a. Serve the public courteously and responsively; maintain cooperative working relationships with town hall staff; and assist in general town hall duties.
 - b. Maintain files, organization of appointments and meetings, type agenda, and attend all meetings of the Board(s) or Commission(s) and its/their subcommittees as necessary.
 - c. Type all board/commission correspondence in a timely manner for review and approval.
 - d. Handle mail, process receipts for payment to Treasurer and prepare billing review for board/committee.
 - e. Maintain a reference library for research and educational materials for their board/commission and general public use.
 - f. Assist the public with the filing procedures and board/commission questions.
 - g. Other related duties as required.
 - B. Assist the Executive Secretary as follows:
 - a. Aid in orienting new Board, Commission, and Committee members and Chairs along with their Administrative Support Staff.
 - b. Participate with and assist Board Chairs in preparation of annual performance evaluation reviews of administrative support staff to assure parity and consistency in these reviews.
 - c. Approve time sheets, absence and leave requests for administrative support staff.
 - d. Obtain and maintain employee attendance records and leave benefits as approved by supervisors.
 - e. Assist with maintenance of the Town website by assuring all meeting notices, agendas, final minutes of meetings, and regulations are posted on the website in a timely manner.
 - f. Other related duties as required.
 - C. Assist Administrative Support Staff in the following manner by:
 - a. Assisting support staff in preparing annual budgets in coordination with Town Accountant & Executive Secretary.
 - b. Arranging back up to cover absences for training or leave with the intention of reducing the need for temporary employees.
 - c. Identifying and evaluating training needs and requests of support staff, and reporting needs to the Executive Secretary
 - d. Coordinating meeting schedules as required to efficiently utilize Town Hall facilities and staff.
 - e. Fostering communication among staff personnel to improve service to the public while anticipating and eliminating potential process conflicts.
 - f. Acting as a mentor and advocate for the Administrative and Support Staff.
 - g. Other related duties as required.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Board(s) or the Town and with respect and confidentiality for the applicants and Board(s).

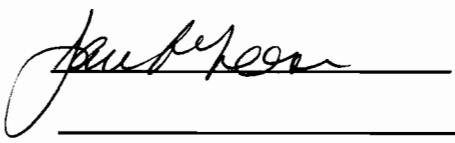
Educate self in appropriate Massachusetts, other laws, and other sources as they pertain to Town's practices and procedures; review changes in requirements with the staff and or Board(s). Participate in continuing education through classes and conferences as determined by an appropriate Board and/or the Executive Secretary.

V. SUPERVISORY RESPONSIBILITIES: The coordinator of Administrative Support acts at the direction of the Executive Secretary in the coordination and assignment of administrative support duties for Town employees as listed from time to time by the Board of Selectmen to assist in the smooth running of the Town Hall.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of State laws and Town bylaws and practices as they relate to the responsibilities of the Board(s).
- B. Ability to prioritize, track, and manage multiple tasks over the short and long term.
- C. Ability to work with little day-to-day supervision.
- D. Ability to present public policy issues to the Board(s) in a clear and concise manner.
- E. Ability to communicate effectively with town employees, state and local officials, and the general public.
- F. Ability to perform routine to complex clerical operations.
- G. Skills in general office automation.
- H. Respect the privacy of co-workers and the public we serve.
- I. Strong interpersonal skills.
- J. Recognizable leadership qualities and maturity of judgment.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade 11, Hours per Week 40

APPROVED BY: The Personnel Board: Date: 12/21/10 Chair: 

REVIEWED BY: Board of Selectmen Date: _____ Chair: _____