

**ADMINISTRATIVE ASSISTANT      30 hours / week      1556 hrs/yr.      Grade 6**

Planning Board	15 hrs/week	783 hrs/yr.	Step 1	\$20.37
Housing Committee	10 hrs/week	520 hrs/yr.	Step 2	\$21.10
Human Resources Board	4 hrs/week	209 hrs/yr.	Step 3	\$21.82
Historical Commission	1 hr/week	52 hrs/yr.	Step 4	\$22.58

**CALENDAR**

Resignation received ( <i>Three weeks notice</i> )	March 2, 2012	<i>March 23, 2012</i>
Selectmen authorize posting of vacancy	March 6, 2012	
Selectmen authorize hiring committee	March 6, 2012	
Publish in first available paper	March 7 deadline	
	March 8 publish date	
Post Vacancy Notice in Town Hall	March 8	

*Annual Training for Planning Board*

*Saturday March 17, 2012 at Holy Cross College, Worcester. 18 informative sessions including basic "nuts and bolts" and the latest "hot topics" workshops.*

***Option 1 Fast Track***

<i>Deadline after Ten Days</i>	<i>March 19 @ 11 AM</i>
<i>Review Applications &amp; References</i>	<i>March 19</i>
<i>Interview 3 candidates</i>	<i>March 20</i>
<i>Selectmen Appoint</i>	<i>March 20      7 PM</i>

***Option 2 Not So Fast Track***

<i>Deadline Two Weeks</i>	<i>March 22 @ 4 PM</i>
<i>Review Applications &amp; References</i>	<i>March 22 – 27</i>
<i>Interview 3 candidates</i>	<i>March 28 – April 2</i>
<i>Selectmen Appoint</i>	<i>April 3      7 PM</i>

**INTERVIEW COMMITTEE**

<b>Option A.</b>	Member of Planning Board	Five
	Member of Housing Committee	
	Member of HRB	
	Member of Historical Commission	
	Executive Secretary	
<b>Option B.</b>	Member of Planning Board	Three
	Member of Housing Committee	
	Executive Secretary	

**RESTRUCTURE POSITIONS**

- Reduce Housing back to its pre MLR level at 6 hours a week.
- Possibly separate out into two positions. 21 hours and 5 hours, or
- Possibly two NON-Benefitted positions of 15 hrs & 11 hrs. (not funded for health insurance in FY12 & 13)

# Position Vacancy Notice

POSTING DATE: 8 March 2012

START DATE: *April 4 (+ 2 weeks?)*

TITLE: **Administrative Assistant**

INITIAL RATE OF PAY:

**GRADE 6:** Step 1 \$20.37/hr.  
Step 2 \$21.10/hr.  
Step 3 \$21.82/hr.

PART-TIME:

**26 Hours a week.**

BENEFITS:

75% Health & Life Insurance, County Retirement System, EAP; 457 investment plan; Sick, Personal & Vacation time

SUMMARY OF DUTIES:

Provide administrative support to boards and committees as assigned by the supervisor. Primarily serving the: Planning Board, Housing Committee, Human Resource Board and Historical Commission.

REQUIREMENTS:

- Serve the public courteously and responsively
- Assist the public with filing procedures and board/commission questions.
- Maintain files, organization of appointments and meetings, type agenda, attend all meetings.
- Ability to prioritize, track, and manage multiple tasks over the short and long term.
- Ability to coordinate attendance and post/advertise meetings and public hearings.
- Issue permits, collect monies and turnover payments to the Treasurer/Accountant.
- *Excellent Skills in general office automation:* computer word processing, spreadsheets, and database.
- *Excellent communication and interpersonal skills.*
- Assist in other aspects of town operations as directed by the Executive Secretary.
- Pre-employment physical examination.

APPLICATION:

Contact the Selectmen's Office for an application and position description.  
[Execsec@chilmarkma.gov](mailto:Execsec@chilmarkma.gov) 508-645-2101

DEADLINE:

Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **4:00 PM on Thursday March 22<sup>nd</sup> 2012.**

INTERVIEWS:

Tentatively scheduled for March 28<sup>th</sup> – April 2<sup>nd</sup> 2012.