

## TOWN OF DALTON, NH

JOB TITLE: Administrative Assistant

DEPARTMENT: Administrative

STATUS: Part Time (minimum of 20 hrs/wk); Non-exempt

**JOB SUMMARY:** This position is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by them. The Administrative Assistant (AA) coordinates, directs and plans the workflow of the administrative functions of the Town and oversees the overall operation of the Town; manages the Office of the Board of Selectmen; and acts as liaison between and establishes effective working relationships with and among all elected officials, boards, commissions, departments, committees, employees and the public. Excellent judgement, professional demeanor, and excellent communication skills (verbal and written) are required. Requires ability to maintain confidentiality as appropriate.

### MAJOR DUTIES:

- Carries out the orders and policies of the Board of Selectmen. Coordinates the daily administrative functions of the Office of the Selectmen. Provides assistance and administrative support to the Board of Selectmen and provides advice on significant financial and/or administrative affairs to the Board as requested or as needed.
- Receives, investigates and refers in writing citizen complaints to the Board and coordinates with appropriate departments, boards or committees to resolve issues successfully, or otherwise reports to the Board for additional direction. Researches and responds to citizens questions concerning Town historical matters.
- Schedules appointments with the Board of Selectmen. Prepares agenda for Selectmen's meetings in consultation with the Board/Board Chairperson; schedules location of meetings, attends Select Board meetings and provides input as needed; takes, transcribes and posts minutes of meetings in compliance with State statutes. Attends committee meetings as required to provide input.
- Performs Accounts Payable and Payroll functions, including verification that expenditures have been approved by appropriate Department Heads, are categorized correctly in town General Ledger (Quickbooks); have sufficient documentation for payment, following GAAP expectations; and are processed in a timely manner. Prepares checks for signature by Select Board and Town Treasurer.
- Facilitates providing reports and bank statements to the Town Treasurer for reconciliation.

- Provides quarterly reports of Trust Fund account activities to the Select Board. Coordinates with Trustees of the Trust Funds regarding reporting, reconciliation, and transfers to and from the Trust Funds as directed by Town Warrant Articles and the Select Board.
- Prepares Town budget with Selectmen, Department Heads and staff, gathers quotes, estimates and bids on proposed purchases for the budget; monitors budget expenditures throughout the year; provides budget versus actual summaries and transactional reports to Department Heads and Select Board at least monthly and as requested. Prepares bid documents and oversees purchasing activities. Works with and monitors Town vendors as appropriate.
- Maintains the Town website. Ensures that meeting notices and minutes are posted in accordance with state statutes.
- Posts information for town residents on the Town website and at the Town Hall and other designated sites. Acts as a resource for Town Residents on town policies, procedures, regulations and ordinances. Refers individuals to the appropriate departments, and/or researches answers.
- Keeps abreast of and researches Federal and State programs that make funds available to municipalities and makes recommendations to the Board of Selectmen as to the application process for such funds. Prepares grant applications when directed by the Board of Selectmen and coordinates grant proposals to ensure that each proposal is consistent with Town policies, State and Federal laws.
- Develops and writes performance evaluations for employees that come under the jurisdiction of the AA. Responds to employee concerns; maintains and advises Selectmen on personnel matters. Manages employee benefits and insurance policies.
- Prepares or oversees State and Federal municipal financial forms and reports as required. Annually works with State in setting the Town tax rate, under the direction of the Select Board. Enters data into NH Department of Revenue Administration (DRA) portal for annual budget process, tax rate setting, and other reports as required. Coordinates with DRA as required.
- Plans, organizes and prepares the annual Town Report, including gathering and compiling report information, reviewing and editing submitted departmental reports and proofing Town Report. Presents draft Report to the Select Board prior to submission to a printer chosen in accordance with town policy or directive.
- Prepares Warrant for annual Town Meeting working with the Select Board; consults with Town Attorney and Department of Revenue Administration as necessary for correct format and wording of Warrant Articles. Posts notices of annual and special Town Meetings; attends Town Meetings and provides input and information upon request.

- Acts as the Town Welfare Officer on behalf of the Select Board.
- Updates Property Records. Facilitates Select Board review of tax lien issues and abatement requests.
- Prepares and maintains policy binder to be reviewed annually by the Board of Selectmen.
- Assures the Board makes appointments and reappointments to town boards and commissions on a timely basis consistent with state law and regulations.
- Provides administrative support to other Town Boards, such as the Planning Board, and the ZBA as required. Includes posting agenda and meeting minutes, and the processing of Planning Board decisions, and of Zoning Applications and decisions. May require delivery of materials to Coos County Registry of Deeds.
- Accepts Zoning Applications and reviews them for completeness prior to consideration by the Select Board. Requires knowledge of land use policies and procedures.
- Attends conferences, seminars and meetings relating to municipal management. Makes presentations at public meetings and local groups as requested. Studies trade publications and pertinent internet sites to stay informed as to changes in State law that affects the Town and to learn of programs which may benefit the community.
- Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of governmental principles regarding assessing, taxation, municipal budgeting and accounting, land use regulations, and state law.
- Knowledge of State statutes and the principals and practices of public administration.
- Knowledge of town operations and organizations.
- Knowledge of and demonstrated skill in budget preparation and finance.
- Knowledge of and demonstrated skill in financial reporting and bookkeeping practices.
- Knowledge of town office administrative procedures.
- Knowledge of and demonstrated ability to use computer software including: Word, Excel, QuickBooks, email, and web design and management software.
- Knowledge of computer infrastructure, as it relates to maintaining electronic files and

records, and appropriate cybersecurity measures.

- Knowledge of personnel management. Skill in personnel administrative functions such as hiring, disciplining and training.
- Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional technical personnel.
- Ability to prepare comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations.
- Ability to speak, write and communicate effectively.
- Ability to establish and maintain effective working relationships with Town officials, employees and the public.
- Ability to deal with public relations problems courteously and tactfully. Ability to re-direct and de-escalate emotional or volatile situations.

**MINIMUM QUALIFICATIONS REQUIRED:** Associate Degree in Public Administration, Accounting, or related field. Bachelor's Degree preferred. Five years of experience in municipal management and/or fiscal and administrative management. Graduate studies may be substituted for up to two years of executive experience; or equivalent combination of education and related administrative work experience which demonstrates possession of the required knowledge, skills and abilities.

**PHYSICAL DEMANDS:** Ability to communicate verbally and in writing, ability to sit for extended periods of time, stand frequently, use hands with dexterity (computer keyboard functions), reach with hands and arms, bend and lift and/or move 25 pounds or less.

**WORK ENVIRONMENT:**

The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices and meeting rooms.

Some evening work is required to participate in and take minutes for Select Board (every other Monday and Town Meetings) and other town boards and meetings as required. Travel to surrounding towns required on occasion (e.g. Lancaster, Coos County Registry of Deeds).

**SALARY:** Commensurate with qualifications.