



Town of Lincoln Administrative Assistant Job Description

FLSA: Non-exempt

Reports to: Selectboard Chair and Town Administrator

Part-time: Approximately twenty hours a week

Supervisory Responsibilities: None

Summary

The Administrative Assistant provides administrative support to the selectboard and Town Administrator, serves as clerk to the selectboard, assists other town boards and commissions as needed, updates the town website and social media and performs grant administration. The position involves working with staff, elected and appointed town officials, volunteer boards and the public. The assistant performs administrative work independently and in conjunction with others as needed or directed.

Hours and Work Location

The Administrative Assistant position is part-time, generally twenty hours a week. Hours include mandatory evening hours at least twice monthly for selectboard meetings. Work is primarily performed on-site at the Lincoln Town Office with some flexibility for remote work with the approval of a supervisor.

Duties and Responsibilities

- Provides administrative and clerical support to the Town Administrator and Selectboard as needed or directed. This includes filing, printing, typing draft documents, administration of Google Docs for the online board packets, posting of the Selectboard agenda at physical locations and on the website, preparing and maintaining the selectboard packets, setting up for the meetings or working with our technology vendor to set up new email accounts, etc.
- Provides administrative support to all boards and commissions to enable hybrid, online, or in-person meetings by posting agendas, minutes and Zoom links to the website.
- Takes minutes for the selectboard, prints, and prepares documents and packets for selectboard meetings. Controls the Zoom portion of the meetings which may include sharing presentations, overseeing the chat feature, recording, and admitting guests.
- Coordinates with board and commissions to receive and post to the website public notices, agendas, and minutes in compliance with Vermont Open Meeting Law.
- Assists with public relations such as regular email newsletter, posts to Front Porch Forum, etc.
- Plans for public hearings, informational meetings and other meetings not held at the town office.
- Maintains state-mandated, hard copy archives of minutes for all boards and commissions.
- Administers the Town website including updating contacts, news, forms and other content.
- Maintains lists of names and appointments needing to be filled annually.
- Completes Annual ACRPC paperwork and appointment forms to update their database.
- Receives, processes, and archives Heavy Weight Vehicle permits.
- Prints, collates, and updates Resource Manuals for new commission and board members.
- Aids in preparation of the annual town report.
- Works to create and maintain a collaborative and positive office environment through activities such as helping to answer the phones, taking turns ordering supplies, and maintaining a clean and organized office space.
- In coordination with the Town Administrator, organizes and maintains grants through applications, annual reporting, compliance, reimbursement requests and close outs.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills.

- Excellent customer service skills that demonstrate diplomacy, objectiveness, and fairness when dealing with all people.
- Excellent relationship skills—a team player who is able to establish and maintain working relationships with supervisors and other employees, elected officials, and the public.
- Ability to collaborate and share observations with Town Administrator and Selectboard.
- Must be organized and able to work under pressure to meet deadlines.
- Ability to learn and utilize technology, such as website maintenance and setting up Zoom meetings.
- Familiarity with or ability to learn statutory deadlines and the consequences of missing them.
- Strong attention to detail and good problem-solving skills.
- Ability to organize, prioritize, schedule work independently, and to produce quality work in a timely and efficient manner.
- Ability to self-direct, work independently, collaborate with others, and to follow instructions.
- Ability to efficiently operate office equipment such as computers, copiers, telephone/voice mail, printers, etc.
- Proficient in the use of software such as Office 365, Teams, Google Docs.
- Willingness and ability to participate in relevant training to keep abreast of current issues.
- Must have reliable transportation.

Education, Training, and Experience

- Associate degree or two years’ experience in an office setting.
- Experience in a municipal office preferred but not required.
- Knowledge of Open Meeting Laws is highly desirable.

Physical/Mental Demands and Work Environment

- Most of the Administrative Assistant’s duties are performed in an office environment.
- This position requires sitting for long periods of time, and extensive use of the telephone and computer.
- Must be able to maintain a professional demeanor, even under stress.
- Must be able to work despite interruptions and distractions.

Benefits

- 11 ½ paid holidays prorated based on hours.
- 5 sick days annually.
- Employee Assistance Program (EAP).

Disclaimers

- *The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.*
- *This job description is not an employment contract nor is it a promise of work for any specific length of time.*

The Town of Lincoln is an Equal Employment Opportunity employer.

Signatures

I have reviewed and understood the requirements, essential functions, and duties of this position.

Name _____

Date _____

Selectboard Chair _____

Date _____