

**TOWN OF HAMILTON, MA**  
**ASSISTANT TO THE TOWN MANAGER**

Department	Town Manager
Reports to:	Town Manager
Position Status:	Non-Exempt
Weekly Hours:	37.5
Salary Classification:	Grade 8

**Position Summary/Purpose:**

The purposes of this position are to provide confidential administrative, secretarial and clerical services and related work products in support of the Town Manager and Board of Selectman. S/he relieves executive of details relating to office operations and the administration of assigned areas of responsibility by coordinating matters requiring the attention of the Office; by assuring that matters are processed in a timely manner; by maintaining calendars, issuing reminders of pending matters and scheduling meetings; by preparing and producing correspondence, agendas and reports; works with appropriate departments to process grant applications and by responding to questions from the public and FOIA requests. The Assistant to the Town Manager exercises sound judgment in performing a variety of duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Supervision:**

*Supervision Scope:* Performs a variety of administrative and secretarial and confidential responsibilities requiring broad knowledge of municipal operating procedures and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

*Supervision Received:* Works under the general direction of the Town Manager, following professional standards, procedures and policies.

*Supervision Given:* None.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Administer the daily operations of the Town Manager's office; provide assistance to the public, contractors, Town staff, boards and commission. Explain standard procedures and refer more complex issues to the Town Manager. Answer office phone calls, emails and voicemails. Updates Town Manager's and Board of Selectman sections of website or other Town sections of website. Relieves Town Manager of administrative tasks.
- Collect, record, and deposit fees for permits, licenses and other office services for such things as: one day and annual liquor licenses, gun club leases, cable TV licenses, used car

license, pool table license, etc.

- Perform departmental bookkeeping activities, including bills, payables and revenue. Process departmental payroll documents; assist with budget preparation and monitor expenditures for Town Manager's office, Board of Selectman, Patton Homestead, Hamilton Foundation, etc.
- Order office supplies and maintain adequate levels of inventory for Town Hall. Sort, date stamp incoming mail and distribute appropriately within office or Town Hall.
- Refer requests for various services to appropriate department and follow up to insure work was completed.
- Maintains Town Manager's meeting calendar and coordinates meetings as requested and handles reservations of various rooms in Town Hall and other Town Facilities as needed.
- Prepare various correspondence such as typing RFP's or Bids, contracts, grants, official notices, annual report, public hearing notices, warrants for Town Meetings or Special meetings, regulations and newspaper notices. Arranges for printing and/or places various notices in accordance with regulations. Maintain all records for Town Manager's office and Board of Selectman. Edits documents as necessary.
- Creates/ assists with new content and posting for the town website and social media platforms on a weekly basis.
- Prepares agenda for Board of Selectman Meetings in accordance with Town Manager's directions; prepares packets; gathers information from appropriate departments; arranges for TV coverage and minutes to be taken; posts agendas and minutes on website and with Town Clerk; prepares PowerPoint presentation for Town Meetings as directed.
- Manages special projects such as: monitor Hamilton Foundation funds and prepare appropriate reports; maintain leases of Town photocopy machines; coordinate Senior Citizen Work-off program and maintain records; assist with setting up interviews for candidates; assist with coordination of special town events, assist Town Clerk and Town Moderator in setting up Town Meetings, etc.
- Gathers and prepares data and develops spreadsheets for special requests
- Ensures that all work is conducted in a safe manner and all work safety practices are followed

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training; keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Must have an AS degree in public administration or related field and have 4-5 years of office administration experience, records management, with municipal experience preferred or related work experience or any equivalent combination of education, training and work experience.

A candidate with proven ability to write and create short, informational content appropriate for public dissemination will be considered highly qualified.

Special Requirements: None

Knowledge, Ability and Skill:

- Knowledge of municipal operations and laws and regulations related to Town Meetings
- Knowledge of standard office practices, procedures and equipment, as they relate to municipal operations.
- Knowledge of records management and office organization
- Knowledge of what is confidential and what is public under freedom of information regulations
- Ability to use a variety of software systems such as Word, Excel, Data bases, Munis, and PowerPoint; and Town-specific programs and websites.
- Strong verbal and written communication skills; strong organizational and record-keeping abilities.
- Ability to prioritize, multitask and adapt to changes in schedule and meeting deadlines; flexibility is a key
- Understanding of municipal budgets
- Ability to edit numerous documents
- Aptitude for working with numbers and details
- Aptitude for working with and explaining policies and procedures to people, including programs about all town operations, etc.
- Strong customer service and interpersonal skills to engender trust with the public.

**Job Environment:**

Clerical and administrative work is performed in a moderately noisy office with constant interruptions during the day from municipal staff, department heads, outside vendors, contractors, boards and commissions, lawyers, state & federal agencies, and the public to address questions and requests. Occasionally has to drive in all types of weather conditions for meetings or delivery or pick up of materials.

Requires the operation of a vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with all Town staff, Boards/Commissions, the public/residents, vendors, contractors, lawyers, and state & federal agencies. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of customer service and diplomacy.

Errors in judgment or omissions could result in monetary loss and delay in service with legal ramifications and/or potential liability.

Has access to confidential information, including contracts, personnel information, etc.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other- setting up rooms for meetings		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*