

# TOWN SECRETARY

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## Job Description

Update drafted 11/26/12

Approved by BOS \_\_\_\_\_

### **Definition:**

Administrative and secretarial work supporting the Town Administrator, Board of Selectmen, and all Town boards and committees in the discharge of all departmental functions; all other related work as required.

### **Supervision:**

Works under the general direction of the Town Administrator, with oversight by the Board of Selectmen.

Performs varied and responsible duties requiring the exercise of significant independent judgment and discretion in assisting citizens and Town employees. Assists in coordinating the activities of the Board of Selectmen and Town Administrator offices.

### **Job Environment:**

Work is performed in typical office conditions.

Operates typewriters, computers, calculators and other office equipment.

Makes frequent contacts requiring courtesy and discretion with Town and State officials, all Town departments, community organizations, Town employees and the general public.

Has access to confidential information such as criminal investigations, pending litigation, negotiations, which, if disclosed, could have legal or financial repercussions.

### **Essential Functions:**

Supports Town Administrator in day-to-day management/oversight of town affairs. Helps assure Town Hall operates smoothly/effectively. Orders supplies and participates in legal/formal procurements as requested.

Answers questions and furnishes information, in person and by telephone, to the general public concerning Town policies, rules and regulations, and functions of Town departments; receives complaints and responds to complaints appropriately; makes appropriate referrals as required.

Supports the Town Administrator in managing day-to-day activities of the Selectmen's office; sorts and reviews department mail; types notices, memos, reports, correspondence, and other documents for the Board of Selectmen, Town Administrator, and other boards and committees as needed; distributes correspondence from the Board and Town Administrator; schedules appointments for the Board; and composes routine correspondence. Maintains department filing system.

Prepares and posts agendas for Board of Selectmen meetings and other meetings as requested; updates (keeps current) appropriate pages of town website; prepares appropriate backup materials for Selectmen's and other meetings; coordinates collection of materials with department heads and the Town Administrator's office; performs research as necessary.

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Attends Board of Selectmen meetings, takes and types minutes, completes follow-through from directives issued at meetings. Prepares fiscal year appointments for all Town department heads, officers, Town boards, commissions and committees, and maintains records of such. Attends Town Meetings.

Receives applications for commercial licenses; types and issues licenses once approved by Board of Selectmen and appropriate agencies. Accepts and records fees for licenses and permits issued by Selectmen, Building and related Inspectors. Turns over money received to Treasurer, along with a written turn-over sheet.

As directed by Town Administrator, coordinates preparation and printing of Annual Town Report, coordinates arrangements for Town Meeting with Town Clerk, aids in preparation and printing of warrants.

Performs other duties as outlined in Town Secretary Procedures Manual, and similar/related duties as the situation dictates.

**Physical Requirements:**

Position requires ability to operate a keyboard and related office functions, and requires ability to climb stairs.

**Applicable Qualifications:****Education:**

High School diploma or equivalent; two years of progressively responsible experience in an office setting; experience in maintaining official records, dealing with the public, or in a municipal government setting is desirable; or any equivalent combination of education and experience.

**Knowledge, Ability and Skill:**

Thorough knowledge of State statutes and Town By-Law provisions relating to the duties and abilities of town secretaries. Knowledge of the Lanesborough Town Secretary Procedures Manual, and working knowledge of general office procedures and operations/procedures of local government. Ability to meet and deal with people appropriately and effectively. Ability to maintain accurate and detailed records. Ability to work with computer, including maintaining/updating web sites and using Word, Excel, email, and related office software.