

# Selectboard Administrative Assistant Town of Stockbridge Vermont

Classification  
Non-Exempt

Hourly Rate Budgeted

Elected/Appointed  
Appointed

Date

## Job Description

### SUMMARY

The Stockbridge Selectboard Administrative Assistant acts as a secretary and provides basic administrative support to the Selectboard. The position interacts with all Selectboard members, as well as members of the public. The position reports directly to the Selectboard chair. This is a part time hourly position with an expectation of 4 – 6 hours per typical work week. In person attendance on most Selectboard meetings is required. Routine meetings are currently scheduled for the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month. Most other routine work can be done remotely with Internet connection on a flexible schedule if deadlines are met.

### GENERAL DUTIES AND RESPONSIBILITIES

- Attend Selectboard meetings, annual Town Meeting, and additional special meetings as scheduled or needed
- Run remote meeting technology for Selectboard meetings and provide support to other town committees using remote technology
- Draft, distribute, post, and finalize meeting agendas and minutes
- Maintain the Selectboard sections of the town website as well as updating other sections as requested by the Selectboard
- Organize and prepare documents and correspondence for meetings
- Assist in research and preparation of the annual budget and town report
- As needed, support the Selectboard in compliance with applicable laws and issues of town governance
- Act as a liaison between the Selectboard and other parties such as town counsel, VLCT, and members of the public. This may include drafting and mailing letters, composing emails, or otherwise helping the board carry out business

### COMPETENCIES/QUALIFICATIONS

- High School Diploma or equivalent. Associate or other higher education experience is a plus
- Two - five years progressively responsible clerical or office administrative work
- Computer skills including word processing documents, spreadsheets, PDF's, email, and presentations
- Strong verbal and written communication skills
- Excellent interpersonal communication skills including ability to establish and maintain effective working relationships with co-workers, the public, Town Officials, and others
- Familiarity with Open Meeting law and town governance is required. Training can be provided