ADMINISTRATIVE ASSISTANT TO THE SELECTBOARD

JOB SUMMARY

Acts as the chief administrative assistant for the Selectboard and is responsible for duties assigned by the Selectboard. Manages and coordinates the office of the Selectboard, supervises daily Town Office operations, administers the personnel, financial, and purchasing policies of the Town. Serves as the Selectboard liaison with other department heads and Town employees. Establishes effective working relationships throughout all Town boards, commissions, departments, and committees.

SUPERVISION RECEIVED

The Town Administrator operates under the broad supervision of the Selectboard. The incumbent exercises considerable independence in the performance of duties and is evaluated through conferences, reports and administrative procedures.

SUPERVISION EXERCISED

Delineates Town policies of the Board of Selectmen and establishes administrative procedures and documentation requirements. Serves as the primary liaison between the Selectboard and Department leadership and staff.

DUTIES

Accounting:

1. **Payroll** - processes weekly payroll,
    a. Monthly NH Retirement reporting, 941 Quarterly Federal Tax Return, NH Employer Quarterly Tax & Wage Report, and Vermont Quarterly Tax Returns and uploads taxpayment
    b. Processes year end W-2, Uploads VT W-2 information and 1095-4B forms
2. **Accounts Payable** - processes weekly payable invoices for approval and processes payments
    a. Responsible to obtaining W-9 information and Certificates of Liability from Venders, as needed
    b. Prepares year end 1099 forms
3. **Accounts Receivable**-Post deposits received from Town Clerk, Tax Collector and other departments. Reconciling monthly bank statements.
4. **Budgets-** Coordinates the preparation for all administrative budgets; reviews all department & committee budget requests for presentation to the Selectboard and Budget Advisory Committee.
5. **Financial Reports** – updates data in the DRA Portal to reflect current information
6. **Annual Audit** - Responsible for preparation and attendance during the Annual Audit.
7. **Tax Warrants** - Within Avitar, generate the tax warrant for July & December taxes. Once the Selectboard sets the tax rate, the data is provided to the Tax Collector.
8. **Other Responsibilities:**
    a. Calculates timber tax billings, land use penalties, and gravel excavation billings.
    b. Maintain accurate records of invoices paid which are submitted for reimbursement from the Trustee of Trust Funds on a quarterly basis
    c. Maintains Grant information and submits documents for reimbursement
    d. Updates DUNS and SAM information on the government portal
    e. Post on Municibid,org items for sale by the Town

Human Resources:

1. **Personal Matters** - Maintains and advises Selectboard on personnel matters
2. **Benefits** - Manages employee benefits and insurance policies; manages drug and alcohol records as required; maintains personnel files and records.
    a. Advises personnel on programs available to them; i.e. Financial, various Counseling and Educational assistance.
    b. Generates the Annual Benefit Enrollment forms
3. **Help Wanted Ads** – Submits/posts Help-Wanted ads for all departments
4. **Claims** - Files claims for Workers Compensation and Property Claims
5. **Employee Handbook** - Maintains and Updates Employee Handbook

Selectboard Assistance:

1. **Agenda and Minutes** - Establishes the agenda for and assumes responsibility for accurate records of all Selectboard meetings. Attends all meeting of the Board, records and type up the meeting minutes for Selectboard approval – posts on the Webpage and submits to the local paper and Orford Listserv
    a. Maintains confidentially of records as required by state and federal regulation, Selectboard requests and required duties at closed sessions.
    b. Coordinates the preparation of the warrant for all special and annual town meetings.
    c. Carries out the orders and policies of the Selectboard.
2. **Annual Town Report**: Creates the Annual Report
    a. Requests reports from various departments and committees
    b. Inserts financial data and other documents into the annual report
3. **Following the Annual Meeting**
    a. Generate appointment documents for the Selectboard to sign
    b. Upload to the DRA Portal the signed Warrant and MS-636 (Budget)
    c. Upload the Annual Meeting minutes
    d. Within the NHDRA portal, update each warrant article to reflect any changes, if passed or defeated – once approved by the DRA, print the MS-232 for the Selectboard to sign, then upload signature page
4. **NHDRA Portal Forms** – Update various required forms throughout the year to be reviewed and signed by the Selectboard
5. **Bids/Contracts** - Supervises purchasing activities, preparation of bid document, and negotiates and administers contracts as requested and directed by the Selectboard.
6. Acts as **Welfare Coordinator for the Selectboard** assisting residents with proper paperwork and directing them to various other assistance agencies/organizations.
7. **Permits** - Updates Junkyard and other Permit applications for the Board's signature

Office Manager:

1. **Insurance** - Ensures the adequacy of all types of insurance coverage including fire, casualty, and liability insurance of all Town property and Town officials, including Workmen Compensation and Benefits for Town employees.
    a. Updates values of Town owned property & vehicles, and reports salaries annually for W/C premium calculation to Primex Insurance
2. **Computers** - computer network liaison between the Town and the IT Consultant.
3. **Town Website -** Responsible for keeping the town webpage up-to-date.
    a. Posting agenda for Selectboard and committee meetings

    b. Posting minutes for the Selectboard and Committees
    c. Update calendar events
4. **Mailers** - Processing and mailing mailers for various notices (Green-up Day, Public Hearings, etc.)
5. **Town Office Maintenance** - Responsible for upkeep, replacement and maintenance activates at the town office building, such as repairs and contacting sources for a quote as stipulated in the Purchasing Policy. Keep the front steps clean and cleared of snow & ice (salt front steps as needed), Orders supplies for the Building and various departments.
6. **Assist Committees** – Post agenda prior to meetings
    a. Provide draft minutes for Selectboard review
    b. Generate USPS postage document for Town mailings and non-profit organizations in Orford
    c. Processes requests to use Town Property
    d. Works with 9-1-1 to obtain addresses for new property owners
7. **Help Manual** - Update instructions on "How To" for various job functions

Assessing Department Assistance:

1. **Deeds** - Printing off updated/new deeds from the GCRD portal – update Property owner folders as needed – update information in Avitar
    a. Print off Property Cards as requested
2. **Exemption Forms** - keep current records on all Charitable Trusts, Elderly, and Veteran Exemptions for the town. Keep current records for Current Use & Managed plans
3. **Inventory Forms** - Responsible for disbursement of yearly property inventory forms, updating the assessing information in Avitar
4. **NHDRA Audit** - Prepares information for the 5-year audit from NHDRA pertaining to exemptions, current use and managed plans
5. **Planning Board** - Submit mylar to GC Reg of Deeds as received
    a. Provide minor & major subdivision and lot line adjustment applications to assessor once approved by the Planning Board

Perform other related duties as assigned

MINIMUM QUALIFICATIONS REQUIRED

At least five (5) years progressive responsible experience in municipal management. Graduate studies may be substituted for up to two years of executive experience; OR any equivalent combination of education and related administrative work experience, which demonstrates possession of the required knowledge, skills, and abilities.

Must be able to record minutes of meetings and transcribe those into legible records.

Must be able to effectively use Microsoft Office Suite (Word, Excel and PowerPoint) or demonstrated ability in an equivalent software with the understanding that Microsoft Office Suite will be learned within a year.

Knowledge of other software required to carry out tasks and to communicate with the State of New Hampshire (BMSI, Avitar) is required or must be learned within one year.

Experience interacting with the public, in person, on the phone, or via electronic communication in a professional manner.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, and lift and/or move 20 pounds or less.