

Savoy Select Board Administrative Assistant

Job description:

Under the direction of, and providing support to, the Select Board and/or various department heads as needed; the work will be varied from assistance with permitting, procurement, licensing, special projects and research, meeting materials preparation, onboarding new employees, managing personnel files, and assorted administrative, accounting, and clerical office support. The successful candidate is expected to interact with the public; work independently and proactively; have strong communication, organizational, and interpersonal skills; proficiency in word processing and spreadsheets; have ability to manage and juggle multiple time and task demands; and be a team player with initiative who is eager to take on new tasks, learn new skills, and help where needed.

Tasks include:

- Bring in and sort mail to each department.
- Answer the phone, check the answering machine; return calls of those you can answer, take messages of those you cannot.
- Review email, print/forward/respond as needed to departments.
- Interact with the public as they come to the town hall with business, questions, concerns.
- Submit payroll.
- Prepare invoices for submission to accountant.
- Maintain town business records, signed contracts, grants, agreements, etc.
- Order supplies needed by departments and administration – billing departments as appropriate.
- Arrange for drug testing for highway department.
- Take MIIA Online Training Programs as needed.
- Update street listings.
- Maintain insurance for property and vehicles.
- Create and post agendas for committee/board meetings.
- Take Select Board meeting minutes (after 5pm).
- Assist inspectors with providing permit applications and notifying inspectors.
- Keep website and bulletin board updated with latest town information.
- Collect content from departments, create, and have printed the Annual Town Report.
- Work with the Select Board and Finance Committee to create Annual/Special Town Meeting Warrants.
- Update documentation as requested such as Town By-Laws, Personnel Policy, etc.
- Other as directed by the Select Board.

This position 20 hours/week and benefited. Minimum Requirements: High school diploma; three years office administration experience; experience in a municipal setting and in dealing with the public strongly preferred; Grant and website experience preferred.