

## **Administrative Assistant**

Grade: 3

Pay Range: \$23.00 - \$24.04 per hour

Part Time: 25 hours per week

Temporary: Position will be terminated on June 30, 2025

### **Purpose**

The Administrative Assistant works for the Town Manager to assist with administrative duties, support of Town committees, and coordination of projects.

### **Essential Functions**

- Assist in the coordination of Town committee meetings such as posting agendas, preparing the meeting space, and setting up meeting technology (screen, projector, laptop)
- Take minutes for Water and Sewer Commission and Selectboard
- Coordinate the following projects:
  - FEMA elevation and buyout grant projects
  - Emergency Watershed Protection projects
  - MERP Assessment of the Town Center
  - FEMA grant regarding flood mitigation at the Town Center
  - FEMA flood mitigation grant project
  - Recreational installations in the Town owned parks
- Administrative duties related to grants and projects
- Issue requests for proposals for Town purchasing contracts

### **Non-Essential Functions**

- Special projects as assigned by Town Manager

### **Job Standards/Accountability**

The primary job function is to work with the Town Administration performing administrative tasks in an efficient manner. Non-essential job functions are performed after the essential functions. Job duties will require 25 hours per week on average, important deadlines may require moderate flexibility in extra hours or scheduled hours. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager. All employees are expected to adhere to Richmond policies and regulations regarding safety, personnel, and ethics in addition to all local, state, and federal laws.

### **Working Conditions**

These duties are performed within the office setting and may include work outside of the office such as posting notices, purchasing items for the Town, attending workshops, and some physical lifting of supplies and equipment up to 40lbs.

### **Qualifications**

- Associate's Degree or Equivalent Experience required
- Minimum of 3 years' experience in a secretarial, executive assistant, or administrative assistant capacity
- Experience with municipal government preferred
- Proficiency in office practices and procedures and the operation of office equipment such as punctuality, organization, attention to detail, use of the telephone, use of the computer, use of a printer/copier, ability to take and communicate messages
- Proficient in Microsoft Office (specifically Word, Excel, Powerpoint), Outlook, and Adobe Reader required
- General computer and internet capabilities required
- Ability to organize and maintain office records efficiently and accurately
- Proficient knowledge of English, written composition and grammar