

Town of Sullivan, NH

Position Title: **Administrative Assistant** to the Board of Selectmen

Job Description

General Information:

Schedule of Work Hours - Subject to Vary Depending on Future Demands:

Monday: 4:30 PM * to end of BOS meeting - (est. 5 hrs.)
Tuesday thru Thursday: 10:00 AM to 2:00 PM - **open to public**

Other hours: Additional hours necessary during specific Town functions,
for meetings, example: (audit, town report preparation, budget town meeting)

Approximate hours:	Monday	5 hours
	Tuesday thru Thursday	12 hours
	Total	17 hours

*not open to public from 4:30 PM to beginning of BOS meeting

Pay: Pay is on an hourly basis with starting pay dependent on experience. Pay rate increases are subject to a satisfactory employee performance review. The first performance review will be upon completion of 90 days probation. The starting pay rate is \$_____/hr. (to be determined)

Benefits: The position is non-benefitted with the following exceptions.

- **Vacation time:** 1st year up to 20 hours allotted in a lump sum on January 1 of each calendar year after completion of probationary period. Increases with length of service.
- **Holiday pay:** Only those holidays that fall on a regularly scheduled work day will be paid in the amount equal to the hours that would have been worked.
- **Lunch:** Work hours not greater than five consecutive consequently no assigned lunch.

Employment Status:

This is an “At Will”, “Part Time” position. Nothing related to this position will be construed to be an employment contract or a guarantee of work. The Administrative Assistant reports directly to the Sullivan Board of Selectmen. No health or retirement Benefits are associated with this position. A probationary period of 90 days is allocated for vacation benefits. A probationary period of 90 days is allocated for pay rate changes.

General Description of Duties:

- Process incoming mail;

- Answer telephones and appropriately direct calls;
- Respond to public requests;
- Prepare Board of Selectmen agendas, take minutes at Board meetings and at other meetings as directed;
- Support the Selectmen in a variety of aspects for example, update of on-going legal matters, research, prepare letters or other communications resulting from Board meetings, prepare financial documents, etc...
- Assist other Town Departments as necessary;
- Organize and maintain town files;
- Maintain property and assessment records;
- Maintain personnel records;
- Accounting duties to include coding vendor payments; coordinating purchase orders to invoices; forwarding payroll/vendor payments; working with other departments to ensure accurate and timely payments, etc;
- Generate and/or complete and/or maintain records, notices and forms as required;
- Other general office and administrative duties as determined and/or assigned by the Board; which may include budget preparation and town report creation;
- Assist in special projects on an as needed basis;
- Schedule appointments as necessary;
- Attend meetings (ie...Joint Loss Management) as directed by the Board;
- Assist the Overseer of the Poor on an as needed basis

Other:

- Microsoft Word, Excel, Quick Books, Avitar Assessing Software
- Ability to attend seminars, training and other educational opportunities as they arise
- A congenial and cooperative attitude is necessary in working with the public, other employees and the Selectmen
- Ability to adapt to change
- Ability to accommodate additional work hours when necessary (particularly around budget preparation time and Town meeting)