

TOWN OF UXBRIDGE
21 South Main Street
Uxbridge, MA 01569-1851
Phone 508-278-8606/8607

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NOTICE

POSTED: June 1, 2020

NOTICE: 1 Part-Time Job Opening Hours: 19 hours per week
Hours: negotiable

CLASSIFICATION: Part-time Administrative Assistant to Board of Selectmen
and Town Manager

GRADE: Grade A, SEIU Union Position

DIVISION: Town Manager/Board of Selectmen

REQUIREMENTS: Per Attached Job Description

HOURLY WAGE: \$17.05

AVAILABLE: 7/13/20

APPOINTING AUTHORITY: Town Manager

The Town of Uxbridge Board of Selectmen/Town Manager are seeking a part-time Assistant to perform administrative duties in the daily operation of the fast-paced business office.

All interested, qualified candidates should submit a letter of interest, along with a resume, and the names of three professional references to Uxbridge Town Hall, Attention: Benefits, 21 South Main Street, Uxbridge, MA 01569 or email same to HR@uxbridge-ma.gov. Applications will be accepted until the position is filled; Salary Grade A. AA/ EOE.

Union positions must be posted for 10 business days in house per Article 31 of the SEIU contract.

Posted: Town Hall, Library, DPW, Fire Department, Council on Aging, Police Station.

The Town of Uxbridge is an Equal Opportunity Employer

Part-time Administrative Assistant to the Uxbridge Board of Selectmen/Town Manager

Summary:

The Administrative Assistant serves as a key member of the team including the Town Manager and Executive Assistant who provide ongoing support for the Board of Selectmen. The Administrative Assistant serves as an office administrator and confidential secretary to assist the Board of Selectmen and Town Manager in accomplishing the goals, objectives, and functions of the office. The job entails responsible routine to complex work including, but is not limited to independently maintaining and/or supervising the maintenance of financial records, legal documents, licensing procedures, and special projects as requested. Strong customer service skills are required.

Duties:

Daily office communication and correspondence

Responsible for the preparation and distribution of the Board agenda and meeting materials and follow-up as needed

Must attend Board of Selectmen Meetings when needed

Maintains official minutes of meetings as required by law

Assists with maintaining and updating confidential files for the office including, litigation files, contracts, and other office files many of which are confidential in nature

Coordinate Board of Selectmen and Town Manager appointments to volunteer Boards, committees and Commissions; advertise vacancies, coordinate re-appointments, and maintains an up-to-date inventory of membership

Maintain and update Board website

Schedule Board of Selectmen related public hearings and adheres to timetables for compliance with requirements of town bylaw and Massachusetts General Law. Provide timely notice to abutters, pre and post-hearing

Coordinate preparation and publication for all warrants for town meetings, including adding motions, background information, and Finance Committee and Board of Selectmen recommendations on articles.

Coordinate preparation, publication and set-up for all town meetings

Coordinates the preparation, publication and distribution of the Annual Town Report

Process bills/invoices and receipts

Oversees the process for new and renewal annual licenses and special permits issued by the Board of Selectmen.

Update applications forms as needed

Coordinates all licenses and permits under the jurisdiction of the Board of Selectmen and collect fees Update Board of Selectmen policies for Board approval, as required.

Coordinates all Public Street Layout & Acceptance under the jurisdiction of the Board of Selectmen as Road Commissioners.

Fills in for the Executive Assistant in her absence.

Performs other duties as assigned and supports other departments as needed.

Supervised by:

Town Manager and Executive Assistant

Supervises:

The Administrative Assistant does not generally supervise any employees but often works collaboratively with other employees and volunteers within and outside of the Department

Skills:

Exceptional communication skills, including clarity in speaking, writing and editing. Ability to communicate effectively orally and in writing to diverse audiences

Highly responsible administrative and communication functions which require independent professional judgment and discretion.

Ability to prioritize multiple projects simultaneously with great attention to detail

Exercise a high degree of judgment, tact and confidentiality

Ability to attend evening meetings as needed

Positive attitude, self-motivated and strong interpersonal skills

Education and Experience:

Associate's degree in business sciences and five to seven years of experience in business administration, five of which in a municipal environment or equivalent education and experience. Municipal or governmental experience a plus, Notary Public Certification is beneficial.

Microsoft Outlook, Word, PowerPoint and Excel

Send cover letter, resume, and three professional references to HR@uxbridge-ma.gov or mail to Benefits, Uxbridge Town Hall, Attention: Benefits, 21 S. Main Street, Uxbridge, MA 01569. Position available immediately. Interviews will be held as qualified applications are received. Visit www.uxbridge-ma.gov for a complete job description.

AA/EEE