

**Town of Brewster, Massachusetts
Job Description**

Position Title:	Department Assistant (Part-Time)	Grade Level:	Bylaw - 1
Department	Various Departments/Committees	Date:	September 2019
Reports to:	Department Head/Committee Chair	FLSA Status	Non-exempt

Statement of Duties: The employee is responsible for providing a wide range of administrative and clerical support services for various Town Departments and/or Boards, Committees and Commissions. Employee is required to perform all similar or related duties.

Supervision Required: Under the general direction of a department head and/or Board, Committee or Commission Chair and in coordination with the Town Administrator, the employee plans and carries out regular work within established operating procedures. Questions are referred to the supervisor. The supervisor reviews the work in progress or upon completion as necessary.

Supervisory Responsibility: The employee, as a regular part of the job, is not required to provide regular supervision to other department or Town employees.

Confidentiality: In accordance with the State Public Records law, the employee has regular access to confidential information, including legal documents, client and department records, and official employee records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, legal repercussions or adverse public relations.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations, or guidelines to apply in each case.

Complexity: Work consists of routine or repetitive tasks and/or operations with few variations in established procedures.

Work Environment: The employee performs work in a municipal office setting subject to frequent interruptions. The employee may be required to work beyond normal business hours in order to attend meetings.

Nature and Purpose of Relationships: Relationships are primarily with co-workers, committee members and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with conflict.

Occupational Risk: Duties of the job present little potential for injury to the employee. The level of occupational risk exposure to the employee is similar to that found in a municipal office setting having frequent contact with the public.

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Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Departmental Functions:

Performs a range of clerical duties including but not limited to; type, record, file and copy a variety of materials; answers telephone; assist in maintaining departmental records, enters data, screens incoming telephone calls, prepares department correspondence.

Assists the general public in response to routine questions pertaining to department operating procedures and policies.

Provides coverage, assistance, and back-up for other administrative staff as needed.

Board, Committee, Commission Functions:

Prepare and post meeting agendas and produce meeting minutes in accordance with Open Meeting Laws. Distribute meeting materials to committee members.

Prepare draft correspondence and draft documents on behalf of committees.

Process committee invoices.

Community Preservation Committee Functions (as applicable):

Field questions from the public as to Community Preservation Act (CPA) funding applications, advise applicants, review applications for accuracy, completeness and compliance, copy and distribute applications to committee members, appropriate town agencies and Town counsel for review and input.

Work with Town Administrator and Town Counsel to draft award letters and grant agreements.

Assist committee member liaisons in monitoring progress of projects and review expenditures from the CPA for projects.

Perform research functions on CPA projects as needed.

Maintain contact with CPA Coalition, related Town departments, committees and outside organizations.

Assist in preparation of annual reports.

Recommended Minimum Qualifications:

Education and Experience: High School diploma, or equivalent; one to three (1-3) years prior work experience preferably in a municipal government office; or an equivalent combination of education and experience.

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Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Knowledge of departmental office practices and procedures including applicable rules and regulations; knowledge of various software applications including but not limited to office software (word processing and spread sheet applications) and the Internet in support of department operations. Thorough knowledge of business English, spelling, grammar and arithmetic.

Abilities: Ability to work independently in order to plan, organize, and prioritize work, perform multiple tasks in a detailed, organized, and efficient manner; ability to master detailed procedural requirements in accordance with legal and time requirements. Ability to deal effectively with disgruntled members of the public. Ability to operate various office equipment, including a computer. Ability to take initiative and conduct independent research in responding to various requests for information. Ability to enter data into the department's database management system a timely and accurate manner.

Skills: Proficient written and oral communication skill, and customer service skills. Proficient computer keyboarding skills. Demonstrated skill in organizing work and meeting work deadlines in a timely, accurate, manner in accordance with department operating procedures and applicable legal requirements.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform tasks, with intermittent periods of standing, walking, reaching, stooping, or turning.

Motor Skills: Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, various office equipment and sorting papers.

Visual Skills: The employee is required to constantly read documents, computer screens, and reports for understanding and analytical purposes. The employee is not required to determine color differences.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.