



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640.4302

JOB POSTING

POSITION AVAILABLE: Administrative Assistant (Community Development)

QUALIFICATIONS: Candidate must have an Associate's Degree in Business Science or equivalent and three to five years' experience in an advanced secretarial position dealing with the public. Additional business training and experience with Financial Management Software preferred or any equivalent combination of education and experience. Candidate should have excellent customer service skills; and be familiar with computers including Microsoft applications and Outlook, and other standard office equipment.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: \$43,907 – 54,810

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: June 8, 2016
To: June 17, 2016

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office on the 2nd floor of the Town Hall.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This position is a PPRB position in Grade 5.

**ADMINISTRATIVE ASSISTANT –
COMMUNITY DEVELOPMENT**

TEWKSBURY, MA

Position Purpose:

Performs highly responsible administrative and secretarial services for the Community Development Department, receives telephone calls and visitors, implements office procedures, maintains filing systems, prepares reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

- Maintains time sheets and processes payroll for departmental employees and recording secretaries.
- Maintains department purchase order system and processes accounts payable invoices.
- Arranges scheduling and minutes from recording secretaries for various boards, committees and commissions that the Department supports, such as but not limited to the Planning Board, Conservation Commission, Zoning Board of Appeals, Local Housing Partnership, Green Committee, Community Preservation Committee Economic Development Committee and Historical Commission.
- Provides administrative support to the Community Development staff, Planning Board, Zoning Board of Appeals, Local Housing Partnership, Community Preservation Committee, and Economic Development Committee, preparing meeting packets, agendas, coordinating related documents and preparing special permits, subdivision and zoning decisions.
- Prepares all legal notices, newspaper advertising and notification of abutters for all zoning articles for Town Meeting; prepares Town Meeting packages for Town Clerk to submit to the Attorney General and updates and distributes Zoning Bylaws after Town Meeting approved zoning articles.
- Accepts Planning Board and Zoning Board of Appeals filings, verifies proper documentation is submitted and instructs applicants on the hearing procedure and legal notice requirements.
- Maintains office supply inventory and orders supplies as needed.
- Tracks invoice payments made to the peer review consultants.
- Accepts payments made to the Department, prepares financial transmittal forms, and deposits to the Treasurer's office.
- Maintains filing systems including personnel records, licensing and permitting matters.
- Receives and handles inquiries and complaints by resolving as necessary or directing to appropriate staff.
- Has access to all department-related confidential information, including personnel information, litigation, and information that should not be discussed outside of the office.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in Business Science or equivalent and three to five years' experience in an advanced secretarial position dealing with the public. Additional business training and

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experience with Financial Management Software preferred or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of the principles and practices of office management; and knowledge of municipal government operations.

Ability: Ability to establish and maintain working relationships with the public, organizations, departments and officials. Ability to communicate effectively. Ability to operate standard office equipment.

Skill: Excellent planning and organizational skills. Excellent written and verbal communication skills. Proficient computer skills and budgetary skills; interpersonal and problem-solving skills. Skill in the use of shorthand and/or speed writing; computer software to include Microsoft Office, Excel, Access and the MUNIS system

Physical 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 essential functions.

Regularly required to walk, stand, sit, talk, and hear; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Work is performed under the direction of the Community Development Director.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; the noise level is moderately noisy; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
- Employee has frequent contact with the general public, other Town departments, engineers, architects, attorneys, buildings and real estate agents. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to all department-related confidential information.
- Errors could result in delay or loss of service, or legal repercussions

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