



**TOWN OF TOPSFIELD
SENIOR ADMINISTRATIVE ASSISTANT
CONSERVATION & BOARD OF HEALTH**

Position Purpose:

The purpose of this position is to perform skilled administrative work and office management tasks to support the Conservation Administrator and Health Agent in the fulfillment of regulatory duties, daily activities and office functions; performs all other related work as required. The goal is to provide administrative, secretarial, and clerical duties to assist and enable the Administrators to more effectively perform more complex duties.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks. Must analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures, and take appropriate actions in consultation with the Conservation Administrator and Health Agent.

Supervision Received: Works under the direct supervision of the Conservation Administrator and the Health Agent, frequently confers and coordinates with the Conservation Administrator, Health Agent and the Town Administrator; has the skills and knowledge to work effectively and independently when the Administrators are out of the office attending to meetings, site visits, etc.

Supervision Given: None.

Job Environment:

Work is performed under typical office conditions, noise level moderate.

Operates computer, facsimile machine, copier, typewriter, and other standard office equipment and is responsible for diligent processing of checks received and petty cash..

Makes frequent contacts with the general public, other town departments, engineering firms, landscapers, general contractors and environmental scientists, at the local and state levels. Contacts are in person, in writing, by email, and telephone and involve an information exchange dialogue.

Has a fixed work schedule with office hour coverage required.

Has access to department-level confidential information which requires the application of appropriate judgment, discretion and professional office protocols. Must complete ethics training and other programs as required to perform the job.

Errors could seriously cause confusion and delay of service, or have legal repercussions.

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.)

Provides administrative and secretarial support to the Conservation Administrator and Health Agent and their respective Departments.

Performs high-level administrative functions and clerical duties, including answering telephones, updating files, coordinating webpage information and news updates, opening and sorting mail, placing newspaper ads, ordering supplies, typing and drafting forms and correspondence, computer data entry and answering basic requests for information.

Answers general questions and furnishes information to the public regarding Health and Conservation functions, records, meetings, etc.. Refers questions concerning property specific information, jurisdiction, rules regulations, and laws to the respective Administrators.

Coordinates record keeping and data entry for all permits and licenses; ensures that all projects are closed out and updated in the MUNIS system.

Answers general questions and furnishes information to the public regarding solid waste and recycling, trash collection, hazardous materials handling and disposal, composting program, and white goods collections.

Schedules appointments for meetings, prepares and assembles electronic copies of full spectrum documentation for distribution to Conservation Commissioners, Members of the Board of Health, Town officials and the public; and prepares meeting materials.

Schedules flu vaccine clinics, maintain records and facilitate reimbursements to the Town.

Prepares and submits staff timesheets for payroll, and processes invoices.

Maintains petty cash and processes checks in a timely manner with the Town Accountant and Town Treasurer, for deposit into the appropriate accounts.

Maintains the electronic file records for the Conservation and Board of Health Departments.

Maintains and updates records in the MUNIS system.

Posts the agendas, minutes and announcements on the town webpage by the required deadlines. Updates and uploads public records to the web page; Updates the website regarding solid waste management activities; Manages public information on the Departments' webpages.

Prepares for meetings and hearings and organizes documents resulting from such meetings and hearings for the Conservation Administrator and the Board of Health Agent.

Performs similar or related work as required, directed or as situation dictates.

Completes special projects assigned by the Conservation Administrator and Health Agent on a regular basis, e.g. organization of department materials, records research, draft outreach documents for the Town webpage, coordination of Commission site visits, etc.

Recommended Minimum Qualifications:

Education and Experience:

High school education; Associate's degree in related field preferred; three years of progressively responsible office experience, record keeping and public relations; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of office procedures, practices, office equipment and terminology. Knowledge of public hearing requirements, conflict of interest law and open meeting law requirements. Proficiency in Microsoft Office and E-mail. General familiarity with the state environmental code.

Ability: Ability to organize time and to work independently and accomplish tasks. Ability to maintain detailed, accurate statistics, records, and clerical records. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, coworkers, other employees, other departments, officials, and other agencies, in person, electronically and over the phone. Ability to handle multiple tasks efficiently and remain detail-oriented.

Skill: Superior organizational and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications, digital recorders, data transfer (e.g. USB thumb drive), etc. Proficiency in Microsoft Office, including Word, Excel and Outlook; Excellent customer service skills. Excellent written and oral communication skills as well as organizational skills. Skill in all of the above listed tools and equipment.

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, hear and move throughout the municipal facility including climbing stairs; operate objects, tools, or controls; pick up paper, files, books, weighing up to 30 pounds, and other common office objects. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

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

Approved September 2019

Town Administrator