Town of Mount Holly
Select Board

# Select Board Administrative Assistant
# Job Description

The Administrative Assistant will assist the Select Board members in the day-to-day operations of the Town. The work may include planning, organizing and/or coordinating the affairs of the Town in areas not directly the responsibility of others as defined under State Statues or Town policies. This job is a part-time hourly position, generally 20-40 hours per month. Some evening hours are required.

**Qualifications:**

- Strong administrative skills through experience and/or education. A good understanding of the workings of town government and knowledge of the relationships within local government and other levels of government would be a plus.
- Excellent written and verbal communication skills
- Attention to detail and strong problem-solving skills
- Ability to manage confidential information in a professional manner
- Excellent time management skills and the ability to prioritize work
- Strong organizational skills with the ability to multi-task
- Proficiency with computers and computer programs, in particular Word, Excel and email, is essential. Ability to use the computer for inquiry and/or data entry into other systems which may be external to the town, such as insurance, state agencies or federal systems.

**Responsibilities and Duties:**

- Assist the Select Board members to carry out their duties and responsibilities.
- Review all Select Board mail, email, and phone calls; respond or forward promptly for further attention to the Board or other officials/organizations in the town as necessary.
- Review all invoices, bills and other requests for payment and place them on the weekly orders for the Treasurer to pay as appropriate.
- Review Highway employee time sheets and track benefit time.
- Prepare and post agendas for all Select Board meetings (regular or special) as required by the guidelines of the VT Open Meeting Law.
- Attend all regular and special Select Board meetings. Prepare and post minutes of all Select Board meetings as required by the guidelines of the VT Open Meeting Law.
- Prepare and publish legal notices in the Town's paper of record and special notices/information articles for publication in the Chit Chat, MH Newsflash or other publications as determined by the Select Board.
- Research, analyze, and present options to the Select Board for the Town's insurance policies, including health, dental, and health reimbursement accounts (HRAs). Administer the Town's insurance policies, as directed by the Select Board.
- Advise the Select Board of potential grant opportunities. Assist in applying for such grants and the administration of any grants awarded to the Town.
- Prepare items for the annual Town Report, including the Select Board report, Transfer Station & Recycling report.
- Maintain the Select Board filing system.
- Perform other duties as requested by the Select Board.