

Assistant Town Administrator



Department: Town Administrator

FLSA Status: Non-exempt Full-time Part-time

Reports To: Town Administrator

The Assistant Town Administrator directly reports to the Hinesburg Town Administrator and supports him or her in the implementation of a variety of Town administrative duties as assigned. The position is full time and it is expected that the successful candidate will work at the Hinesburg Town Office five days a week from 8:00 a.m. - 4:00 p.m., and be available for evening meetings.

Duties and responsibilities:

- Assists the Town Administrator in the daily administration of ongoing municipal activities and functions, as assigned
- Assist Town Administrator with municipal budget preparation
- Responsible for preparing monthly budget status reports for the Selectboard
- Assist Town Administrator with benefits administration and other human resource functions for Town staff
- Assists the Town Administrator with Selectboard meeting preparation - e.g., conducting research as needed, gathering necessary information for agenda items and uploading documents to the Selectboard electronic meeting packet.
- Coordination of Committee, Board and Commission appointments and advertising available seats, as needed
- Coordination of the overweight permitting process
- Assisting with communication between department heads, staff, residents and the general public.
- Coordination of Town Hall routine maintenance and cleaning services
- Clerical work, including filing, scheduling, correspondence and e-mail management
- Answering the phone and greeting the public in the Town Administrator's Office
- Assists with the gathering of information for and preparation of the Annual Town Report, as assigned
- Coordination of Town projects with volunteer groups, as assigned.

- Assisting with Town social media and web presence
- Project management for special projects as assigned
- May serve as Acting Town Administrator when the Town Administrator is absent

Requirements and competencies:

- Bachelor's degree preferred with previous municipal experience desired
- Proficiency with the Microsoft Office application suite (Word, Excel, PowerPoint and Publisher)
- Experience in municipal finance and budget preparation, preferred.
- Excellent writing and proofreading skills with great attention to detail.
- Strong customer focus and ability to work collaboratively to meet the needs of the community
- Sense of humor and an ability to work well with Town staff, Board, Committee, Commission members and the public.
- Emotional maturity and ability to stay calm in challenging situations and inspire confidence in others
- Ability to adapt smoothly to rapidly shifting work priorities and work effectively under stressful conditions
- Excellent interpersonal communication skills; ability to speak confidently and effectively with individuals, and with groups large and small
- A tireless cheerleader for the town, expressing positivity and enthusiasm
- Organized, trustworthy, reliable, and can handle confidential information with discretion
- Ability to work independently, make sound judgements, initiate ideas, work under pressure, manage multiple priorities and deadlines

Physical Requirements:

- The position is an office-based job, but from time to time will require brief stretches of time outside the office standing or walking during off-site meetings and site visits
- Work may include occasional pushing, pulling or carrying objects up to up to 25 pounds such as files, furniture or equipment
- Work normally requires finger dexterity and hand-eye coordination to operate a keyboard and mouse
- Occasional eye-strain from reading detailed materials and computer screens.
- Requires the ability to maintain mental focus within an open office atmosphere

Disclaimers:

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.