

JOB DESCRIPTION

Town of Hopkinton

ADMINISTRATIVE ASSISTANT TO TOWN MANAGER

GENERAL SUMMARY:

The Administrative Assistant works directly with and under the supervision of the Town Manager and is responsible for assisting the Town Manager in all day-to-day operations. The Administrative Assistant performs all secretarial, clerical and administrative duties and any other miscellaneous tasks essential to the needs and requirements of the Town Manager.

ESSENTIAL FUNCTIONS:

1. Perform secretarial and administrative functions, i.e., faxing, making copies, answering telephone calls and relaying messages;
2. Transcribe and prepared documents, such as: policies, contracts, letters, memos, agendas, interviews, etc.;
3. Format large and small documents sent to the Town Manager from various outside parties;
4. Assist Town Manager and Finance Director with editing, formatting, printing and distribution of the Town budget;
5. Assist Town Manager with large projects, i.e. collecting, editing and finalizing job descriptions for all employees of Hopkinton;
6. At Town Manager's request, assist Hopkinton Chief of Police with large merge documents and mailings for hiring process;
7. Purchase office supplies as needed or requested by Town Manager;
8. Copy and assemble various binders, as needed, for Town Manager and Town Council;
9. Assist callers with user friendly customer service when Town Manager is out of the office; and
10. Perform other related duties, as assigned.

JOB QUALIFICATIONS:

1. Must possess an Associate's degree from an accredited college or university;
2. Must possess a minimum of at least three (3) years' experience in an administrative role in a municipal office, a professional office setting, or other related experience;
3. Must possess a strong working knowledge of computer programs, i.e., Microsoft Outlook, Word 2010 and Excel, including the ability to create documents, revisions and perform mail merges;
4. Must possess excellent typing and transcription skills;
5. Must possess a working knowledge of office equipment, i.e., fax machine, copier, transcription equipment, etc.;
6. Must exercise good judgment and maintain confidence with critical and sensitive information;
7. Must possess a high level of professional verbal and written communication skills; and
8. Must possess the ability to work independently, efficiently, and communicate with the public, support personnel and Town staff.

WAGE, HOURS AND BENEFITS:

This is a part-time (29 hours) non-union position.

September, 2018