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11/03/2014

NOTICE OF VACANCY

DEPARTMENT: TOWN MANAGER  
JOB CLASSIFICATION: Administrative Assistant  
SALARY RANGE: \$56,617 - \$68,883  
HOURS: SALARIED 35 HOUR WORKWEEK

**BENEFITS:** VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. SICK LEAVE: After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. PERSONAL DAYS: 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; HOLIDAYS: 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

**TOWN OF HOLDEN**  
**Position Description**  
**FLSA: Exempt**

Position Title: **Administrative Assistant 0104**  
Department: Town Manager  
Reports To: Town Manager

**GENERAL SUMMARY:**

Under general supervision of the Town Manager, performs a variety of senior level confidential secretarial services to Town Manager, Select Board and Assistant Town Manager. Maintains personnel records for all Town employees and serves as liaison to other Town departments and the general public.

**ESSENTIAL JOB FUNCTIONS\*:**

- Provides confidential secretarial services to Town Manager, Select Board and Assistant Town Manager.
- Composes and types routine and special correspondence.
- Establishes, maintains and organizes all files for Selectmen and Town Manager.
- Responsible for reporting all insurance claims: Workers' Comp, Fire & Police Accident, Auto, Property Damage, General Liability and unemployment.
- Processes insurance forms (RMV-1) for all town vehicles. Maintains and updates insurance policy as required to reflect any changes in the auto fleet schedule.
- Responsible for establishing and maintaining personnel records for all Town employees; maintains personal leave records and personnel action forms.

- Responsible for updating wage scales according to most recent Collective Bargaining Agreements and cost of living increases.
- Assists in recruiting for vacant positions, submits advertisements, distributes employment applications, supervises preliminary screening interviews for all clerical personnel.
- Responsible for preparing and processing payroll documents, purchase orders and accounts payable for Town Manager, Selectmen, Legal, Historical Commission and Holden Cultural Council.
- Assists in preparing warrant and budget handbook for distribution at the Annual Town Meeting.
- Responds to a variety of inquiries, requests and complaints from the general public, conducts research as necessary and refers to appropriate department.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Responsible for maintaining all office equipment and obtaining services of outside vendors as necessary to repair and maintain equipment.
- Performs special project assignments as directed.
- Assists Holden Cultural Council in meeting requirements of Massachusetts Cultural Council guidelines.
- Performs other related duties as assigned.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Bachelor's degree in related field or any equivalent combination of education and experience.

Knowledge of computer software applications including word processing, spreadsheets and data base management.

Basic knowledge of accounting is required.

Ability to handle multiple project assignments with shifting project priorities and to complete them efficiently within strict deadlines.

Ability to communicate clearly and concisely with a variety of internal and external constituencies.

Ability to compose correspondence.

Ability to understand, interpret and explain a variety of procedures to other Town employees and the general public.

**SUPERVISORY RESPONSIBILITY:**

Provides day-to-day supervision over clerical employees.

**WORKING CONDITIONS:**

Normal office environment not subject to extremes in temperature, noise, etc.

Regular interruptions to assist citizens and Town employees.

May spend extended periods at computer terminal, at desk or operating other office equipment requiring eye-hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Send cover letter and resume to Office of Town Manager, Starbard Building, 1204 Main Street, Holden, MA 01520.

Closing date for applications: November 20, 2014

FOR FUTURE INFORMATION VISIT [WWW.HOLDENMA.GOV](http://WWW.HOLDENMA.GOV) Employment Opportunities  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED