



ADMINISTRATIVE TECHNICIAN TOWN HALL

Department:	Town Clerk	Class Code:	15
Reports to:	Town Clerk	FLSA Status:	Non-Exempt

GENERAL PURPOSE: Under limited supervision, provides staff support services to a supervisor, manager; provides services to the public as needed.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Greets the public via phone or in-person; receives and responds to questions; directs to the appropriate staff for additional assistance.
- Performs work duties and provides staff support to departments or divisions.
- Distributes incoming mail to Town Hall, shipping assistance.
- Maintains office supply inventory, orders supplies and materials for Town Hall departments.
- Schedules meeting rooms; prepares rooms for meetings, posts Town Hall meeting room schedules.
- Reserves facilities for public body meetings, set up meetings, create files/filing, printing meeting packet, and mail.
- Processes business license and liquor license applications and accepts payments of application fees.
- Processes receipts and payments, reconciles cash drawer.
- Assist the Finance Department with basic journal entrees, department reports, account payable data entry/mailings, and balance cash deposits.
- Performs various support activities, including document scanning, shredding, photocopying and faxing; operates presentation equipment.
- Prepares correspondence; prepares files; provides office organization for Town Hall departments.
- Works with outside parties in coordinating meeting rooms for either Town events or meetings, or coordination for meetings of external parties to be held on Town premises.
- Schedules Town vehicle(s) (garaged at Town Hall) for maintenance, fueling and cleaning. Schedules use of these vehicle(s) by Town employees/Council members.
- Maintains front lobby area, to include re-stocking brochures, business cards, informational material, and overall tidiness; also includes keeping local artist display inventory list up to date.
- Maintains kitchen area in Council Chambers at Town Hall, keeps inventory of and orders kitchen supplies; monitors and replenishes water in water dispensers.
- Performs miscellaneous data entry and maintains various department documentations
- Maintains confidentiality regarding communication with various parties.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and one year of experience in general administrative support or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Possession of a valid driver's license.

Required Knowledge of:

- Customer service practices.
- Modern office procedures, practices and equipment.
- Microsoft Office Suite skills including MS Word, Excel, PowerPoint & Outlook
- Basic principles and practices of bookkeeping, cash receipting, cashiering, data entry.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, external organizations, elected officials, other public jurisdictions and the general public.
- Provide excellent customer service.
- Establish and maintain various manual and automated records and filing systems.
- Maintain composure and work effectively under stressful conditions.
- Balance several distractions at one time in a thoughtful and considerate manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. May operate a Town vehicle to run errands.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Part-Time Town Hall	1/2017			7	Non-Exempt	
Administrative Technician Town Hall – Part Time	11/2017			12	Non-Exempt	
Admin Tech TH - PT		1/2021		12	Non-Exempt	
Administrative Technician		3/2021		15	Non-Exempt	

APPROVED: Human Resources – *Laura Kyriakakis*

DATE: 3/2021