

**Selectboard Secretary and Administrative Assistant**  
**Job Description**  
**Town of Halifax, Vermont**

**Job Summary:**

The Selectboard Secretary and Administrative Assistant provides part-time administrative support to the Office of the Selectboard. This position provides assistance and leadership in carrying out the operations and activities necessary for the effective, efficient operation of the town.

Assists the Selectboard in routine matters such as drafting and posting meeting agendas and minutes for the Selectboard and other Town committees. Provides basic administrative support to the Town of Halifax Selectboard, and as called on, provides information for decision-making in the more complex affairs of the Board. As requested, may represent the Selectboard at meetings, and assists the Office of the Selectboard in the day-to-day operations of the town.

Halifax is a small rural town of approximately 728 residents (2010 U.S. Census) located in southern Vermont on the Green Mountain plateau. Halifax is located in Windham County on the Massachusetts state line. It is bordered by Whitingham, Wilmington, Marlboro, Brattleboro and Guilford in Windham County; and Colrain and Heath in Franklin County, Massachusetts.

Essential Functions and Duties:

- Attend most Selectboard regular and special meetings and the Annual Town Meeting, and any additional meetings as needed.
- Compile and agendas and minutes for meetings, including distributing draft copies to Selectboard members and making corrections or updates.
- Publish agendas and minutes to the town website and distribute electronically as needed, in a timely manner. Assist with physical posting of agendas as needed. Agendas must be 48 hours before a Regular meeting or 24 hours before a Special meeting. Minutes are required to be available as public records within 5 days after a meeting.

- Prepare documents and letters for Selectboard approval and signature as directed. Maintain and update appropriate files as needed. Take action to ensure that files are clearly labeled and easily accessible when needed.
- Provide other administrative functions as needed, including, but not limited to copying, faxing, email communication, etc. Ensure that functions are carried out in a timely manner.
- Receive email communications from the public and from town committees, contractors, employees, etc., and reply and/or distribute to the Chair, Vice Chair, and other Selectboard members as directed.
- Assist Selectboard with special projects as assigned, e.g. Flood Hazard Bylaw, FEMA Mapping and reports.
- Assist with all other duties as assigned by the Selectboard.
- Provide the main support for maintenance of the Town website, especially the Selectboard portion, but also supporting other committees and positions, e.g. Zoning Board, Conservation Committee.
- Prepare a variety of correspondence (including business letters) as requested. Documents are prepared in accordance with Selectboard requirements.

#### Essential Qualifications:

- High School diploma or equivalent. Associate Degree Preferred, with 2–5 Years demonstrated secretarial or administrative experience, managing multiple projects.
- Knowledge of Microsoft computer programs or equivalents, including, but not limited to Word, Excel, PowerPoint. Use of Gmail and/or other email programs.
- Knowledge of or ability to update websites. (The Town website currently uses Wordpress. Training can be provided if needed.)
- Ability to comprehend and follow oral and written instructions with little or no supervision required.
- Ability to work a flexible schedule and attend meetings as needed, is required.

- Ability to maintain confidentiality and follow Town meeting regulations required.
- Knowledge of public meeting regulations required. (On-the-job training can be provided.)
- Ability to effectively communicate orally and in writing.
- Ability to interact with a wide variety of Town staff, Selectboard members, and members of the public in a courteous and professional manner.
- Ability to understand and adhere to local and State statutes and laws required.
- Ability to take direction and constructive criticism from Selectboard members in a professional and courteous manner.
- Ability to meet required deadlines in accordance with local and State statutes, Town policies and other deadlines related to the office of the Selectboard, is required.
- Experience with Budget processes and Fund Accounting; ability to read budget reports and ensure accurate representation of payments issuing through the Selectboard.
- Understanding of the general principles that apply to business settings, as well as familiarity with office procedures and general practices.
- Ability to communicate across departments and other municipal entities, providing clarification and/or assistance when needed.
- Experience or familiarity with personnel procedures and policy setting, as well as routine update and confidentiality requirements associated with maintenance of individual personnel records.
- Familiarity or experience researching and writing grants is preferred.
- Experience handling confidential situations (and related paperwork) with discretion is required. Ability to discern “need to know” for both employees and elected officials.

### **Job Requirements:**

Specific job requirements by functional area are outlined below.

These specific job requirements may shift during the course of a year, and may evolve as other personnel and Selectboard members fulfill duties and responsibilities differently. The Secretary should track their time so that Selectboard members can review and update the job description and time expectations periodically.

### **Finances:**

1. Working with the Town Treasurer, analyze, track and prepare financial reports to facilitate timely Selectboard financial decision-making, budget updates/budget status reports to help determine budget targets or over budget spending.
2. Prepare and review Selectboard billing and orders on a twice-monthly basis to ensure checks and balances of all expenditures.
3. As requested, process and maintain Selectboard and/or Highway Department RFQ's and PO's, and report on purchasing status.
4. Assist in the preparation of the annual budget and annual town report.
5. Working with the Highway Department and Road Commissioner:
  - Process, approve and report on road crew time records and expenditures on a weekly basis.
  - Assist with establishing a long-range plan for road repair, equipment maintenance and repair.
  - Assist the Highway Department Supervisor with maintenance and generation of computer reports / summaries, budgets or other administrative duties as assigned by the Selectboard.
  - Assist the Highway Department with researching new or used equipment for road maintenance and repair as requested.
  - Assist the Highway Department Supervisor with all permits required, local, state and federal.

**Grants and Projects:**

1. Identify grant opportunities and research their applicability to the interest of the town.
2. Assist with the application and writing process for all relevant grants; communicate with and assist other town committees or groups with the grant process; will track grant work and completion of grant projects.
3. Provide project planning and tracking as needed for special projects.

**Personnel:**

1. Research human resource issues: overtime, insurance, salary recommendations and other benefits and related topics, based on information provided by the State of Vermont and other sources.
2. Assist with updating or creation of employee job descriptions, personnel policies, and other areas as assigned by the Selectboard.

**Legal:**

1. At the request of the Selectboard, act as point person to gather information from the Town Attorney, and/or Vermont Leagues of Cities and Towns (VLCT), in order to provide current legal information regarding all aspect and functions of town government.
2. The Selectboard will make the final decisions regarding means of operation, but will depend on this position at times for relevant legal and supporting information for all programs and issues related to town business.
3. Assist with updating or creation of ordinances.

**Recycling/Solid Waste:**

1. Assist Selectboard with implementation and compliance of Solid Waste Laws including Act 148, including any updates or education or opportunities for compliance with regard to solid waste/recycling.
2. Assist with all required licenses/certifications/monitoring as required by the State of VT.

Employee Type: Part-Time

Supervision:

Directly Supervises: \_n/a\_ Indirectly Supervises: \_ n/a\_

Reports to: Selectboard