

Town of Charlotte

JOB DESCRIPTION

Job Title: Administrative Assistant

Job Summary: This position (A) supports the Planning & Zoning Office and the Town Administrator's Office by organizing and facilitating office activity and assisting the public; and (B) performs the required tasks of the Town 911 Coordinator

Qualifications:

- Excellent organizational skills
- Excellent communication oral and written communication skills
- Strong customer service orientation
- Office management and basic bookkeeping skills
- Competence in office software (word processing required; spreadsheet, internet desired)
- Able to take initiative and work independently
- Some knowledge of land use planning and regulation in Vermont desired but not required
- Working knowledge of municipal operations desired but not required
- Associate's degree or four years of relevant experience

Specific Duties and Responsibilities May Include the Following:

Administrative Assistant to Planning and Zoning Office and Town Administrator's Office

1. Assist public (at counter and on phone) regarding planning, zoning and town administration matters
2. Maintain and improve office filing systems and organization
3. Maintain recordkeeping of cash receipts for the Planning & Zoning Office. Submit all funds to the Town Clerk. Prepare annual record for the Town Auditor.
4. Monitor and order office supplies as needed
5. Maintain Planning Commission and Zoning Board minute books
6. Assist with updating town web-site
7. Provide staff support to the Town Planner, Zoning Administrator, Town Administrator and town committees and boards as needed
8. Assist in preparing and monitoring the Planning and Zoning Office budget
9. Assist with Town Office operations as needed
10. Assist with digitizing planning and zoning records
11. Assist with coordinating the Town Report
12. Assist with coordinating Volunteer Recognition Winter Party
13. Perform other duties as assigned

Town 911 Coordinator

1. Calculate new property addresses and make appropriate documentation and notifications

2. Complete appropriate documentation and notification for new road names
3. Notify and coordinate with the E9-1-1 Board regarding emergency service provider changes
4. Coordinate with the E9-1-1 Board as necessary

Working Conditions

The usual and customary methods of performing the job's functions require the following physical demands: standing, walking, sitting for significant periods of time, and working on a computer. The majority of this position is performed indoors as an office position, and generally in a hazard free environment. However, incumbent may occasionally interact with hostile and confrontational individuals.

The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.

Supervised by: Town Administrator

Supervises: N/A

Hours: This is a permanent position approved for 20 hours per week, as determined by the Selectboard. The position is hourly and is non-exempt under the Fair Labor Standards Act.

Salary: In accordance with the Town of Charlotte Salary Administration Policy, and commensurate with qualifications and experience.

Approved by Selectboard on _____