



The Town of Green Mountain Falls

Administrative Assistant PRN

Job Description

Revised 6/3/2020

Position Title: Administrative Assistant PRN
Classification: PRN. Scheduled to work as needed up to 25 hours/week.
FLSA: Covered – subject to overtime pay
Work Schedule: TDB by Town Manager

General Statement of Duties: Performs administrative and clerical duties in support of the Town Clerk/Treasurer, Planning Director, and Town Manager.

This position is FLSA covered. The number of hours may vary. Some evening meetings may be required.

Reports To: Town Manager.

Supervisory Responsibility: None.

Essential Functions:

The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the Town and requirements of the job change. Other duties and responsibilities may be assigned at any time.

- Provide front-line reception services to Town Hall, including answering the phone and greeting walk-in customers
- Receive and document incoming payments
- Assist in tracking and filing outgoing funds
- Keep current with all filing needs
- Provide support to advisory boards by preparing agendas and taking minutes at meetings.

- Process requests and manage records for use of Town facilities, including the gazebo.
- Provides general information to citizens and respond to communications.
- Process requests and manage records for licenses, including business, dog, and short-term rentals

Knowledge, Skills, and Abilities:

- Excellent listening skills, written and oral communication, spelling, and grammar
- Excellent interpersonal relationship and communication skills for interaction with Trustees, staff, citizens, external agencies, and businesses.
- Strong computer skills in Microsoft Office Suite & Adobe.
- Proficiency in operating standard office equipment.
- Ability to exercise independent judgement and decision-making.
- Ability to manage multiple tasks expeditiously and accurately in a busy environment that is subject to interruptions.

Qualifications: None.

Education/Experience:

- Bachelors Degree in Political Science, Business or Communications desired.
- Prior general office administrative experience desired.
- Any equivalent combination of education and experience will be considered.

Physical Demands and Working Environment:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting; exposure to computer screens and other electronic equipment. Typical indoor air quality and temperatures.

Physical: This job involves sitting for extended periods of time, with the ability to stand, walk, reach, bend, and twist for short, intermittent times. Must be able to lift and carry objects weighing 30 pounds or less on occasion.

Vision: Ability to see in a range from reading distance to a distance of 20 feet with or without correction; vision sufficient to read computer screens and printed documents, and sufficient to recognize individuals from across the room.

Hearing: Hear in the normal audio range with or without correction.

Speaking: Be able to speak in an understandable voice with sufficient articulation.
