

Job Title: Administrative Assistant To The Planning Board	Hours per week: 20	FLSA Status: Non-Exempt
Reports to: Planning Board	Department: Planning	Grade: 5
Created date:	Revised date:	Approved date:
Created by:	Revised by:	Approved by:

TOWN OF STERLING
ADMINISTRATIVE ASSISTANT TO THE PLANNING BOARD

ADMINISTRATIVE ASSISTANT TO THE PLANNING BOARD

Statement of Duties

Performs complex administrative and clerical work in support of the Planning Board requiring a great deal of attention to details and sequencing of actions, maintaining financial records and all other related work as required.

Supervision

- Works directly for the elected members of the Planning Board.
- Performs varied functions ranging in nature from routine to complex which require the frequent exercise of independent judgment and initiative in situations not clearly defined.
- Generally establishes own work plan and priorities to complete assignments.

Job Environment

- Must be able to operate a computer and general office equipment such as calculator, copier, fax machine and telephone.
- Makes regular contact with the general public and in-house personnel and must be able to communicate effectively with others.
- Has access to the department's confidential information. Has access to litigation and billing documents as well as financial information.
- Errors in the application of established departmental clerical procedures could result in monetary loss, reduced levels of service, confusion and delay in the provision of services and could have legal and/or financial repercussions for the town.

Essential Functions

The essential functions or duties listed below 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 if the work is similar, related, or a logical assignment to the position.

- Assist the Planning Board in preparing and maintaining the department budget and accounts.
- Maintain department accounts receivable and payables.
- Reconcile all budget accounts with the Town Accountant.
- Liaison between the Planning Board consulting Attorney and Engineer.
- Assist Applicants with process, procedures, plans and completion of paperwork.

Essential Functions Continued:

- Track and verify information as recorded.
- Prepare meeting agendas and minutes, as well as attend the meetings.
- Prepare public hearing notices and correspondence.
- Compose and prepare department correspondence.
- Maintain department files.

Recommend Minimum Qualifications

Education and Experience:

High School Diploma; Associates Degree or at least five (5) years of office administration experience.

Knowledge, Ability and Skill

Knowledge: Working knowledge of office procedures and machines. Familiarity with budgets, word processing, spreadsheet applications. Thorough knowledge of municipal accounting principles and Town government.

Ability: Ability to multi-task and work in a fast paced environment. Ability to interact and communicate positively and effectively both orally and in writing to Board Members, other elected and appointed Town Officials, other Town employees and the general public. Ability to maintain detailed and accurate records.

Skills: Excellent prioritizing and organizational skills. Excellent employee and public relations. Skills and ability to handle multiple tasks. Good judgment, integrity and ability to maintain general relations.

Physical Requirements

Minimal physical effort generally required in performing administrative duties. Position requires the ability to operate a keyboard, at efficient speed for long periods of time. Must be able to operate and trouble shoot standard office equipment. Occasionally required to lift office equipment weighing no more than 30 pounds. Ability to see and hear well within normal ranges.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.