



Job Title	Administrative Assistant
Department	Recreation
Employment Status	Part-Time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position provides various administrative and clerical support to an assigned department.

Supervision

Received	Department Head or his/her designee
Exercised	At times, a Senior Tax Work Off participant

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Answers telephones and responds to or forwards emails; opens and distributes mail; greets visitors and responds to inquiries.
- Corresponds with assigned board/committee on a routine basis to ensure department is operating efficiently; advances inquiries to board/committee chair that require higher level involvement
- Does research relative to department inquiries, either in person, on phone or via e-mail.
- Provides clerical support to the department as needed, which may include taking or transcribing meeting minutes, ordering office supplies, preparing meeting packets, etc.
- Maintains workflow and streamlines office procedures; implements new procedures as assigned.
- Assist with program registrations, marketing and implementation, fee collection, donation collections, recordkeeping, payroll/payables, and other miscellaneous administrative duties.
- Periodically assists full time staff with on-site facilitation of programs/special events including set up, general operations, and break down.
- May update department website and any social media outlets.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.

Other Job Functions

- Performs related duties as assigned.



Requirements of Work

Graduation from high school plus additional technical training and experience in an office environment (level of education and years of experience required may vary by Department and assigned responsibilities); or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> Assigned Department's practices and procedures. The use of standard office equipment, including computers and relevant software applications Knowledge of social media use.
Ability to	<ul style="list-style-type: none"> Understand and follow oral and written instructions. Multitask and prioritize workload. Work independently with minimal supervision. Maintain strict confidentiality. Communicate effectively with Town officials, supervisors, coworkers, residents and the general public.
Skill in	<ul style="list-style-type: none"> Oral and written communications. The use of computers and various software programs.

Necessary Special Requirements

None.

Physical Demands

The physical demands described here 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 functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision, prolonged visual concentration, and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds, and sometimes in excess of 20 pounds.
- Duties may be assigned outside of normal office hours from time to time including weekends or holidays.

Please submit resume and cover letter to Tim Davis at tdavis@southboroughma.com

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