<u>Town of Wales</u>

<u>Board of Selectmen</u>

<u>Job Opening</u>

<u>Title:</u>
Executive Secretary to the Board of Selectmen

<u>Posting Date</u>:
August 21, 2018 (Deadline for Applications: Tuesday, October 16, 2018 at 5PM)

<u>Purpose</u>:
The Executive Secretary to the Board of Selectmen provides an essential role in helping the Board manage the day-to.-day operations of the Town of Wales. The Executive Secretary is usually the first point of contact for most people looking to do business in Town Hall and is the liaison for other staff members in Town. The Executive Secretary's main goal is to provide communication support from Town Board, Departments and Committees and to provide a good first impression for those working and doing business with the Town.

<u>Essential Duties</u>:
Including the purpose stated above, the Executive Secretary has the following primary obligations:

- Keep and organize accurate reports of BOS activity and BOS requested or otherwise communicated documentation
- Prepare Agendas and Minutes accurately and within set deadlines by the Select Board or Law.
- Reconcile invoices related to the BOS General Government Accounts
- Be the main FOIA Administrator for the Town
- Work with the Town Clerk to organize Town Meetings (usually on an Annual basis)
- Understand, and communicate, any and all communication received from the general public, Town Staff and other officials, Town Committees, The Commonwealth, The Federal Government, The Pioneer Valley Planning Commission {PVPC), Representatives in State and Federal Government, and others as needed to the BOS for their understanding as they make decisions from these types of communication.
- Seek out Grant Opportunities the Town can take advantage of
- Notary Public
- Administer Personnel Policies and practices as needed, calendars, schedules and notifications.
- Prepare Select Board meeting agendas and warrant articles, taking Select Board Minutes and posting them to Town website upon approval (per Mass General Laws).
- Assist with preparing and administering the Annual Town Operating Budget, Warrant, and Report
- Other Duties as required

<u>Secondary Duties</u>:
Additionally, it would be usually expected of the Executive Secretary to take on other duties as needed, as required, or when able:

- Be an active member of the Wales Community (participating in Town events when able, reaching out to others on an ad hoc basis, networking, etc.)
- Be up-to-date on any certifications and professional development.
- When able, be the face of the BOS in their temporary absence under any authority given to the Executive Secretary for specific circumstances and situations

Supervision

Supervision Scope: Forwards instructions and provides for the implementation of actions taken by the Select Board; Represents the Board's interests and prerogatives in the routine administration of the Town. Attends the Board's meetings and advises the Board.

Supervision Received: Works under the general and specified direction of the Select Board and according to adopted policies, procedures and actions taken; receives information on the Board's behalf.

Supervision given: Supervises temporary, part-time employees or volunteers assigned to the Office of the Select Board.

Education and Experience
The Executive Secretary should have relevant education and experience working for a municipality or other government agency. Typically, it is asked that the Executive Secretary have the following, but not required:

- Bachelor's Degree in Political Science, Public Administration or Business Administration (or combination of concentrations)
        Or
- 2+ years in a role with similar job functions
- Microsoft Office Suite Experience
- Excellent Verbal and Written Communication Skills; Detail-Oriented; Excellent Organizational Skills.

Ideally, additional qualifications should be met but are not required:

- 5+ years in a role with similar job functions
- Notary Public
- Specific work done as a cl erk for a municipality or statewide agency or thorough knowledge of Commonwealth Laws and Practices
- Any previous management experience