

Selectboard Administrative Assistant

Job Description

Town of Strafford, Vermont

Deadline for applications: May 30, 2025

Job Summary:

The Selectboard Administrative Assistant provides part-time administrative support to the Selectboard, supporting operations and activities necessary for the effective, efficient operation of the town.

Assists the Selectboard to prepare and post meeting agendas and minutes and provides other administrative support as needed.

Level of Effort: 10 hours per week

Duties and Responsibilities

- Attend Selectboard regular and special meetings, the Annual Town Meeting, and additional meetings as needed.
- Compile agendas and minutes for meetings, including distributing draft copies to Selectboard members and making corrections or updates, and post in compliance with VT state regulations.
- Publish agendas and minutes to the town website and distribute as required by State regulations.
- Conduct research as needed to inform Selectboard decisions and ensure compliance with state regulations.
- Work with Town Office staff to prepare and provide documentation for Selectboard approval and signature as directed. Maintain and update appropriate Selectboard files as needed.
- Receive email communications from the public and from town committees, contractors, employees, etc., and reply and/or distribute to the Chair of the Selectboard as directed.
- Provide support to Town Office staff, Grants Manager and Road Foreman to coordinate timely grant applications, including document gathering, securing appropriate review and signatures, document compilation for reporting, etc.
- Prepare correspondence (including business letters) as needed.
- Other duties as assigned by the Chair of the Selectboard.

Knowledge, Skills, and Abilities

- Strong written and verbal communication skills
- Strong initiative and organizational skills
- Demonstrated ability to interact with the public in a polite and professional manner.
- Demonstrated ability to collaborate with others while also prioritizing Selectboard business and working independently of others
- Solid analytical skills
- Ability to use office equipment including computers, printers, fax and email
- Ability with Microsoft Office software including Word, Excel and Outlook
- Experience utilizing online resources

Work Environment/Conditions

- Most work will occur at the Town Office, with occasional meetings and seminars away from the Town Office.
- Work may require site visits throughout the town in varying weather conditions

Disclaimers

- The above information is intended to describe the general nature of this position and is not intended to be a comprehensive statement of duties, activities, responsibilities and requirements. Additional duties, activities, responsibilities and requirements may be assigned with or without notice at any time.
- The job description is not an employment contract nor is it a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Strafford is an Equal Opportunity employer.