**Job Description: Administrative Assistant to the Selectboard**  
*Instructions to Selectboard: Adjust the job description and all details in brackets ([ ]) to fit the specific requirements of your town. Delete the brackets themselves and VLCT's italicized information before use.*

The Administrative Assistant to the [name of town] Selectboard provides administrative and secretarial support to the Board. This part-time position consists of approximately [number] hours per week and reports directly to the Selectboard. Duties include attending and taking minutes at all Selectboard meetings, which are held [weekly, biweekly, or monthly on [night of the week] at [time]. Additionally, the Administrative Assistant is expected to attend budget, special, and emergency meetings as scheduled. Although some administrative tasks may be accomplished remotely, a minimum of [number] regularly scheduled office hours will be spent in the Town Office. A successful candidate will be able to perform a variety of administrative tasks efficiently, transparently, and with high attention to detail.

# Minimum Qualifications

* Associates degree or post-secondary courses in government or business administration.
* Two years of administrative experience, and/or related office experience.
* Familiarity with Microsoft Office Suite, WordPress website management software, Excel spread sheet tools, and a willingness to learn new office technologies as they are adopted.
* Ability to maintain records and the Selectboard calendar in an accurate, timely, and confidential manner where appropriate.
* Excellent interpersonal written and oral communications skills for interacting with members of the public, elected or appointed officials, and other town employees.
* Familiarity with Vermont Open Meeting laws and town governance, and a willingness to keep abreast of new laws and requirements.
* Grant writing, grant administration, and grant management experience.

# Preferred Qualifications

* Experience in local government planning and administration or the equivalent.
* Knowledge of state and federal laws and regulations affecting municipal governments including but not limited to public works, planning, personnel practices, access to public records, and open meetings.
* Experience with project management.

# General Duties

* Create agendas for and take minutes at all Selectboard meetings; draft, distribute, and/or post all official meeting agendas and minutes in compliance with Vermont’s Open Meeting Law.
* Set up and run meeting technology for all Selectboard meetings.
* Serve as liaison between the Selectboard and Town Committee chairs and facilitate Committee compliance with open meeting laws.
* Assist the Road Superintendent and Town Highway Department with AOT grant management.
* Maintain the Selectboard and Committee pages of the town website and update other sections as requested.
* Create and maintain accurate records in a timely manner and prepare/organize documents and correspondence for meetings.
* Provide the Selectboard with budget reports when requested and assist the Town Clerk with the creation of the annual report.
* Support the Selectboard by monitoring compliance with all applicable laws and policies affecting town governance.
* Serve as a liaison between the Selectboard and legal counsel, VLCT, members of the public, or others with whom the Selectboard deems appropriate. This may include drafting and mailing letters, composing emails, or otherwise helping the Board carry out its business.

**To Apply**

Email a letter of interest and your resume to [email address]

or mail them to:

Town of [town name]

Attn. Selectboard Chair

[Street # and name or P.O. Box]

[Town], VT [ZIP code]

**Questions? Call** the Town Office at (802)-[insert phone number]

This position will remain open until filled.