**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.*

**Town of [Town Name], Vermont**

**About the Town of [Town Name]**

[Insert a brief, compelling description of the town, highlighting its character, community spirit, and any relevant features. For example: "Nestled in the heart of Vermont's Green Mountains, the Town of [Town Name] is a vibrant community known for its stunning natural beauty, strong sense of community, and commitment to preserving its unique character."]

**Summary**

The Town of [Town Name] seeks a highly organized and detail-oriented Administrative Assistant to provide comprehensive support to the Selectboard. This position requires excellent communication, interpersonal, and organizational skills, as well as the ability to manage multiple tasks simultaneously in a fast-paced environment. The ideal candidate will be proficient in Microsoft Office Suite and possess a strong understanding of Vermont municipal government operations (preferred, but not required).

**Responsibilities**

* Provide administrative support to the Selectboard, including scheduling meetings, preparing agendas and minutes, coordinating correspondence, and managing meeting materials.
* Maintain accurate records of Selectboard actions, decisions, and correspondence.
* Manage the Selectboard's calendar and schedule appointments.
* Answer phones, greet visitors, and direct inquiries appropriately.
* Prepare and distribute documents, reports, and presentations.
* Assist with the preparation of budgets and other financial reports (as needed).
* Maintain filing systems, both physical and electronic.
* Coordinate with other town departments and officials as needed.
* Assist with special projects and events as assigned.
* Manage incoming and outgoing mail and email.
* Maintain confidentiality of sensitive information.
* Other duties as assigned.

**Qualifications**

* High school diploma or equivalent required; Associate's degree preferred.
* Minimum of [number] years of administrative experience, preferably in a municipal or government setting.
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
* Excellent organizational, communication (written and verbal), and interpersonal skills.
* Ability to work independently and as part of a team.
* Ability to manage multiple priorities and meet deadlines.
* Strong attention to detail and accuracy.
* Ability to maintain confidentiality.
* Experience with meeting minutes and record-keeping is highly desirable.
* Knowledge of Vermont municipal government operations is a plus.

**Compensation and Benefits**

**Salary:** $[Salary Range] commensurate with experience

**Benefits:** [List benefits offered, e.g., health insurance, paid time off, retirement plan.]

**To Apply**

Please submit a cover letter, resume, and three professional references to [application method, e.g., email address, mailing address] by [application deadline].

**Equal Opportunity Employer**

The Town of [Town Name] is an Equal Opportunity Employer and values diversity. We encourage applications from all qualified individuals regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

*[This document was created in part with artificial intelligence and was reviewed by a human subject matter expert. ]*

***[5-5-2025]***