**Town of Saint George Assistant to the Boards Job Description**

**BASIC INFORMATON**

**Work schedule:** Part-time (up to 20 hours per week with occasional additional hours if needed)

**Starting pay rate:** $25.00 per hour

**FLSA Status**: Non-exempt

**Supervisor:** Town of Saint George Selectboard

## OBJECTIVE/PURPOSE

The Assistant to the Boards provides basic administrative support to the Selectboard and other town boards as needed.

**DUTIES AND RESPONSIBILITIES**

* Attend Selectboard meetings, the annual Town Meeting, and additional special meetings as scheduled or needed.
* Run remote meeting technology for Selectboard meetings, and provide support to other town committees using remote technology.
* Draft, distribute, post, and finalize meeting agendas and minutes.
* Maintain Selectboard section of town website, as well as updating other sections as requested by the Selectboard.
* Organize and prepare documents and correspondence for meetings.
* In coordination with the Treasurer, track and process town expenditures under the Selectboard’s purview, including the Selectboard and Highway budgets. Assist with related financial reporting.
* Assist in research and preparation of the annual budget and town report.
* As needed, support the Selectboard in compliance with applicable laws and issues of town governance.
* Act as liaison between Selectboard and other parties such as town counsel, VLCT, and members of the public. This may include drafting and mailing letters, composing emails, or otherwise helping the board carry out business.
* Other duties as assigned

**Education and Experience Requirements**

An Associate’s degree in Business, Administration or other relevant discipline, plus two years of relevant administration experience or an equivalent combination of education and experience. Experience in electronic communications and web site maintenance preferred.

**Knowledge, Skills and Abilities**

* Ability to comprehend and follow written and verbal instructions
* Strong verbal and written communication skills
* Attention to detail and accuracy
* Ability to maintain composure when interacting with colleagues or members of the public
* Applied knowledge of Microsoft Office suite (Word, Excel, Access) and email software
* Ability to locate applicable information on the internet and critically assess that information
* Ability to organize work, prioritize and meet deadlines

**PHYSICAL AND MENTAL DEMANDS**

* Travel to trainings or meetings within the state of Vermont is required several times a year. Training will be offered and paid for by the Town.
* Use of a computer (keyboard, voice activated, etc.)

**DISCLAIMERS**

* The above information is intended to describe the general nature of this position and should not be considered 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.
* This job description is neither an employment contract nor a promise of work for any specific length of time.

**LOCATION:** Saint George, Vermont Town Office (hybrid or remote work arrangements may not be accommodated)

**EQUAL EMPLOYMENT OPPORTUNITY**

Diverse experiences from people of varied backgrounds inform and enrich our community.  The Town of Saint George strongly encourages applications from historically marginalized and underrepresented populations.  The Town of Saint George is an equal opportunity employer, in compliance with ADA requirements, and will make reasonable accommodations for the known disability of an otherwise qualified applicant.