

Assistant to the Town Manager

Grade 8 24 hours per week

Town Administration

Effective: 2017

Purpose:

The Assistant to the Town Manager works with a number of departments, boards and committees within the Town of Richmond. This part-time position is supervised and directed by the Town Manager.

- * Assist in the development and implementation of Town personnel practices and policies including but not limited to Personnel Guidelines, benefits and the Wage Classification Plan.
- * Assess Town positions for grade and wage placement. Prepare letters of hire.
- * Research and prepare reports on a variety of municipal matters, utilizing a number of sources, including State Statutes, VLCT, Google searches and contact with other municipalities, etc.
- * Insurance claims manager and primary liaison with the VLCT, the Town Manager, Department Heads, FEMA, and the public on all claims and coverage related matters.
- * Conduct risk and liability assessments or seek expert opinions and advise the Town Manager.
- * Prepare recommendations for Departments and the Selectboard in areas such as personnel, risk management and claims. Prepare confidential correspondence.
- * Compose reports, memorandums and correspondence for distribution to the Town Manager Boards and departments.
- * Analyze and compare information for the purpose of providing recommendations to the Town Manager and Selectboard.
- * Educate and work with Department Heads and employees on issues such OSHA compliance. Arrange training on a variety of topics.
- * Collect information and present comparative results on municipal issues.
- * Ensure compliance with Department of Labor laws.
- * Assist the public visiting the office in obtaining information.
- * Adhere to all Town policies and regulations regarding safety and personnel matters.
- * Assist with grant writing.
- * File, maintain and organize office records and municipal information.
- * Organize the annual Volunteer Search; track and maintain yearly volunteer files
- * Special projects at the direction of the Town Manager

Non-Essential Functions:

- * Answer telephone calls promptly and professionally
- * Other duties as assigned by the Town Manager
- * Write and submit job postings, legal notices

Job Standards/Accountability:

The primary job function is to work with the Town Manager in performing administrative duties and special projects for the Town in an efficient manner. Non-essential job functions are performed after the essential functions. Job duties will require 24 hours per week on average. The quantity and quality of work performed will be reviewed on a regular basis by the Town Manager.

Working Conditions:

These duties are performed within the office setting and may include work outside of the office such as posting notices, purchasing items for the Town, attending workshops and some physical lifting of supplies and equipment.

Qualifications:

Bachelors Degree plus experience with the workings of local government, ordinances, policies and procedures or an equivalent combination of relevant work experience and education. Proficiency in office practices and procedures and the operation of office equipment. Proficient in Word, Excel and the internet. Ability to organize and maintain office records efficiently and accurately. Good knowledge of English, written composition and grammar.

EMPLOYEE: _____ DATE: _____