

Assistant to the Town Manager

30 hours per week

Purpose

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

Essential Functions

- Respond to Requests for Town Services and Lead Select Municipal Projects:
 - Communicate with residents to clarify and respond to inquiries and requests from residents for service from the Town. Perform same role for requests from State or other similar agencies
 - Research, analyze, compare, and prepare reports, memorandums and correspondence on a variety of municipal matters and topics, utilizing a number of sources, including State Statutes, VLCT, Google searches, and contact with other municipalities, etc. for the purpose of providing recommendations to the Town Manager, Boards and Departments.
- Purchasing Coordination
 - Assist with Request for Proposal (RFP) and Request for Qualifications (RFQ) writing, posting, and process management.
- Grant Management
 - Organize and prepare submissions for payment of FEMA and other grants providing information/reports to the town manager and finance department
 - Assist and sometimes take the lead on grant writing
- Personnel and Risk Management
 - Coordinate, conduct or seek expert opinions for risk and liability assessments, follow up with recommendations, and advise the Town Manager, provide educational materials for departments regarding OSHA and Labor Law compliance and file annual reports related to employee injuries with the State and OSHA
 - 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.
 - Organize and Chair the Safety Committee
 - Prepare recommendations for Departments and the Selectboard in areas such as personnel, risk management, and claims.
 - Advise and coordinate trainings through VLCT or other appropriate venues on safety and employment related matters
- Property Management
 - Coordinate annual inspections of the Town Center elevator, fire alarms, fire extinguishers and emergency lighting.
 - Respond to tenant management issues and advise the Town Manager
 - Work with contractors for minor repairs and maintenance of the Town Center property including the Post Office.
- General Office Duties
 - Maintain files for accuracy and completeness: insurance, special projects, and more
 - Assist in the coordination of meetings such as posting agendas, taking minutes, preparing the meeting space, copying and collating meeting materials, setting up meeting technology (screen, projector, laptop)
 - Assist the public visiting the office in obtaining information and directing them to the proper staff or department
 - Assist with mailings
 - Coordinate advertisements for job postings and legal notices
 - Coordinate annual volunteer search and appointment process for town officers and committees
 - Coordinate annual appropriation requests

Non-Essential Functions

- Take messages for Town Manager
- Answer telephone calls promptly and professionally

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 30 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, remotely and include work outside of these settings 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
- Minimum of 3 years' experience in a secretarial, executive assistant, or administrative assistant capacity
- Experience with municipal government preferred
- Proficiency in office practices and procedures and the operation of office equipment such as punctuality, organization, attention to detail, use of the telephone, use of the computer, use of a printer/copier, ability to take and communicate messages
- Proficient in Microsoft Office (specifically Word, Excel, Powerpoint), Google Suite (specifically gmail, drive, and calendar), and Adobe Reader required
- General computer and internet capabilities required
- Ability to organize and maintain office records efficiently and accurately
- Proficient knowledge of English, written composition and grammar