

Job Description: Braintree Administrative Assistant

The Braintree Administrative Assistant serves the Selectboard and the Highway Department. The Administrative Assistant's work is split between these two operations as demand and resources allow. The Administrative Assistant will work 35 hours per week, and overtime may be required with prior approval from the Administrative Assistant's supervisor, or Selectboard Chair.

A member of the Selectboard will serve as supervisor for the Administrative Assistant. The supervisor may coordinate with the Highway Foreman and other town officials and employees as necessary to direct and prioritize the work of the Administrative Assistant.

The responsibilities of the Administrative Assistant are as follows:

Accounting:

- Accurately enter all payroll and accounts payable entries: generating checks and payment orders
- Accurately generate and mail accounts receivables. Not property tax bills.
 - Billing the OSSU for half of the town report annually
 - Billings as needed or requested by the Highway Foreman (ie: plowing for Rochester)

Selectboard Meetings:

- Post notices for Selectboard meetings as required by law
- Coordinate and distribute Selectboard Agenda
- Coordinate and distribute the Selectboard Packets
- Accurately record, transcribe and complete minutes for Selectboard meetings
 - Ensure the minutes are posted to the Town website in compliance with Vermont law & email the minutes to the contact at the Herold.

Selectboard Projects:

- Respond to Selectboard requests for information and data
- Assist with grant applications and other projects as requested by the Selectboard. Some standing annual projects are:
 - Coordinate renewal of insurance policies and organizational dues (i.e., health, property & casualty, short term disability, VLCT, TRORC etc.)
 - Annually, coordinate information gathering, assembly, production and distribution of Town Report
- Keep track of Selectboard records, grants, and other projects

Highway Projects:

- Assist with grant applications and project implementation as requested by the Highway Foreman
- Assist in review and issuance of excess weight permits
- Act as main contact for information regarding required Quarterly CDL drug-testing

File Retention:

- Create, manage and maintain a Town filing system as dictated the State policies for:
 - Accounts Payable Record
 - Payroll Records
 - Accounts Revivable Records (not property taxes)
 - Project Records of the Selectboard
 - Project Records of the Highway Department for which the Administrative Assistant is the record custodian
 - Employee Records
- Coordinate with the Town Clerk and/or other Town officials to complete public record requests
- Provide Approved Selectboard Minutes to the Town Clerk for recording.

General Duties:

- Order office supplies as needed
- Clean town offices once per week, or as need and resources allow.
- Post all notices/minutes to the website as requested by local officials (ie. Conservation Commission, or Cemetery Commission)
- Respond to citizens' request for information as appropriate
- Coordinate projects and communications between town officials as appropriate
- Coordinate Braintree Town Hall rentals

General responsibilities and expectations:

- Coordinate and communicate sick and leave schedules with supervisor, and other town employees and officials as needed, in a reasonable and timely manner.
- Communicate with the supervisor in a reasonable and timely manner regarding any issues including but not limited to workload and inter-office issues.
- Make all reasonable efforts to complete work responsibilities outlined in this job description in an efficient and proficient manner as resources and extenuating circumstances allow.