

The Town of Dummerston is seeking a highly motivated and organized individual for the position of Administrative Assistant to the Selectboard. The Administrative Assistant works closely with the five-member Selectboard in preparation of the town's operating budget; ensuring compliance with all applicable laws and regulations; interfacing with other government agencies and the public; preparing agendas and minutes for all Selectboard meetings.

Requirements include excellent written and interpersonal communication skills; a working knowledge of budgeting using Excel along with good computer skills. Experience in municipal government or equivalent experience is desired.

This is a part-time position. Attendance at evening meetings is required. A full job description is available by contacting the Dummerston Town Office.

Please apply in confidence with a cover letter, resume and references via email to: selectboard@dummerston.org with "Dummerston Administrative Assistant" as the subject or send via U.S. Mail to:

Dummerston Administrative Assistant
Town of Dummerston
1523 Middle Road
E. Dummerston, Vermont 05346

SELECTBOARD ADMINISTRATIVE ASSISTANT TASKS

DAILY/ROUTINE TASKS:

- Fielding complaints and questions - requests to be put on the agenda
- Letters
- Making phone calls as needed
- Other tasks arising from meetings and mail
- Opening Selectboard's mail
- Checking/answering emails
- Working with Treasurer on budgeting issues
- Selectboard filing

EVERY TWO WEEKS:

- Set Meeting Agendas – work with Chair to set agendas
- Type Meeting Minutes
- Meetings/preparations – attend evening meetings, set up Zoom Meetings if needed

AS REQUIRED:

- Special Meeting Agendas and Minutes
- Hearings – placement in newspaper of record
- Ordinance updates as needed
- Attend meetings as required/requested
- Legal issues that come up. Tracking & updating the board as needed.
- Fielding of Health Officer inquiries for the Board of Health (Selectboard)
- Delinquent Tax Collector duties

YEARLY:

- Budgeting (September-January) update & maintain Excel Worksheets
 - Special Appropriations
 - Sheriff, Rescue, Inc. WCHS, WSWMD, etc.
- Type Warning for Town Meeting
- Town Report – Selectboard financials/budget
- Appointments of Committees and Positions
- Renewal of Contracts (Rescue, Police, Windham County Humane Society, etc.)
- Personnel Policy
- Local Emergency Operations Plan
- Hazard Mitigation Plan

UNUSUAL/SPECIAL PROJECTS

- Anything that may arise in the course of Selectboard business