

**Administrative Assistant for the Pawlet Select Board
Job Description Posted June 2015**

The Select Board's Administrative Assistant works at the discretion of the board, about 12 hours per week, to provide assistance and leadership in carrying out the operations and activities necessary for the effective, efficient operation of the town. Assists the Select Board in routine matters, and provides necessary information for decision-making in the more complex affairs of the Board. As requested, may represent the Select Board at meetings, and assists the Select Board in the day-to-day operations of the town. He/she shall be available to attend Select Board meetings, as well as public hearings, quasi-judicial hearings, etc. He/she must have good language, communication, and computer skills and shall conduct themselves in a professional manner while on duty.

Duties and Responsibilities:

1. Take and prepare Select Board's meeting agendas, minutes, and correspondence.
2. Maintain Select Board records
3. Prepare and post all Select Board related notices
4. Town's insurance: liability, health, etc.
5. Town ordinances and policy documents
6. Grants (preparation, tracking revenue, etc.)
7. Assist the Select Board with annual tax rates and notices
8. Assist Select Board with Special Projects (i.e., Flood Hazard Bylaw, FEMA Mapping, building works, reports, etc.) as assigned.
9. Assist with all other duties as assigned by the Select Board.

Education: Minimum: High School Diploma plus work-related experience.

Experience: Interpersonal skills and computer skills are essential. Good organizational skills.

Other: Valid driver's license to travel to town hall, site visits, etc.

Employee Type: Part-Time

Interested parties please submit Letter of Interest and Resume to the Pawlet Town Clerk, PO Box 128, Pawlet, VT 05761; Attention Select Board by July 7, 2015. All applications submitted are public record.