

RESIDENT HOMESITE COMMITTEE ADMINISTRATIVE ASSISTANT

Definition

The Aquinnah Resident Homesite Committee Assistant provides administrative support to the Town's Committee, in the perfection of open law public meeting/hearing requirements and relevant follow up documentation of those meetings.

Classification: Grade 4

Compensation: Step 1 - \$20.10 per hour/2-3 hours a week.

Required Job Responsibilities

1. Accepts and appropriately stamps in all requests for permits/public hearings.
2. Coordinates with Committee Chairman and Town Administrator all agenda formulation and publicly posts within open meeting law time frames.
3. Attends meetings and takes minutes;
4. Sends copies of minutes to committee/board members. Delivers copies of accepted minutes to the Town clerk;

Essential Functions

The essential functions or duties listed below are illustrations of the type of work performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Serves as an assistant to the Resident Homesite Committee Chairmen

Ensure that all public documents conform to law and to professional standards.

Assume direct responsibility for perfecting public meetings.

Available for pm meetings.

Supervision

Works under the administrative direction of the Chairmen of the Resident Homesite Committee and the supervisory direction of the Town Administrator. The Administrative Assistant performs highly responsible functions of an administrative and legal nature requiring the significant exercise of judgment and initiative. Works independently within established policies and procedures; questions generally referred to superior(s) only when clarification of operating policies and procedures are needed.

Work Environment

Work is performed in office conditions. The employee operates standard office equipment and has regular contact with the Town Administrator and town committee heads, as well as intermittent contact with the public and outside agencies. A minority percentage of the work can be performed at home.

Errors in administrative procedures would not be easily detected and could have serious legal repercussions.

Recommended Minimum Qualifications

Knowledge, Ability and Skill – The Administrative Assistant must have knowledge of the principles and practices of open meeting law, applicable provisions of the Massachusetts General Laws, and computer applications for word processing. He/She must have the ability to present meeting minutes notes clearly in written form; ability to work independently and exercise judgment; ability to use computer programs such as Microsoft Word and the like.

Physical Requirements

Minimum physical effort is required to perform functions in office conditions. The employee is frequently required to stand, walk, sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.