

# Town of Tunbridge

## Administrative Assistant to the Selectboard – Job Description

### Position Summary

The Administrative Assistant to the Selectboard provides professional administrative, operational, and project support to the Town of Tunbridge Selectboard. This position serves as a central point of coordination for town departments, contractors, and the public, ensuring smooth communication and efficient municipal operations. The role includes responsibilities commonly associated with a Town Administrator but does not include supervisory authority over employees. The Administrative Assistant supports policy implementation, prepares meeting materials, manages information flow, and assists with day-to-day municipal administration.

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### Essential Duties and Responsibilities

#### Selectboard Support

- Prepare Selectboard agendas, meeting packets, and supporting documents.
- Attend Selectboard meetings, take minutes, and ensure timely posting and distribution.
- Track Selectboard decisions, follow-up tasks, and project deadlines.
- Assist the Selectboard with research, drafting policies, and preparing reports or recommendations.

#### Administrative & Office Management

- Manage daily office operations, including correspondence, filing, scheduling, and public inquiries.
- Maintain town records in accordance with Vermont statutes and local policies.
- Draft letters, notices, and public communications on behalf of the Selectboard.
- Assist with grant administration tasks such as gathering documentation, tracking deadlines, and coordinating with departments.
- Maintain organized digital and physical filing systems.

#### Interdepartmental Coordination

- Serve as liaison between the Selectboard and town departments, boards, committees, and contractors.
- Facilitate communication, relay decisions, and ensure information flows efficiently.

- Coordinate multi-department projects and ensure tasks progress according to Selectboard direction.
  - Support department heads by helping gather information, prepare documents, and track project status.
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## **Highway Project Management**

- Work collaboratively with the Road Foreman and road crew on project planning.
  - Develop and maintain road maintenance charts, priority lists, and seasonal planning tools.
  - Track and maintain contracts with outside contractors, including collecting and updating W-9 forms and insurance certificates.
  - Assist with communication between the Selectboard, Road Foreman, contractors, and state agencies regarding project requirements and progress.
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## **Transfer Station Management**

- Maintain all required transfer station permits and ensure compliance with state and local regulations.
  - Prepare and submit required state reports, including quarterly solid waste reporting.
  - Coordinate with the Solid Waste District, haulers, and state agencies as needed.
  - Maintain documentation related to operations, inspections, and compliance requirements.
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## **Contracts Management**

- Maintain a master list of all town contracts, including service agreements, vendor contracts, and professional services.
  - Track renewal dates, expiration timelines, and required actions for continuation or rebidding.
  - Assist the Selectboard with bid processes, including preparing notices, gathering proposals, and organizing submissions.
  - Ensure all contract documentation is properly filed and accessible.
  - Monitor compliance with contract terms and maintain communication with vendors and contractors.
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## Public Communication & Customer Service

- Serve as a primary point of contact for residents seeking information or assistance.
  - Provide clear, courteous, and professional communication in person, by phone, and via email.
  - Prepare public notices, website updates, and informational materials.
  - Assist with responding to public records requests in accordance with Vermont law.
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## Project & Policy Support

- Assist with research, drafting, and implementation of town policies, procedures, and ordinances.
  - Support capital projects, infrastructure planning, and long-term initiatives.
  - Coordinate with state agencies, regional planning commissions, and outside consultants.
  - Track deadlines, compliance requirements, and reporting obligations.
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## Understanding of Laws, Regulations, and Municipal Protocols

- Working knowledge of Vermont state laws and regulations affecting municipal government, or the ability to learn quickly.
- Understanding of **Vermont Open Meeting Law**, including agenda posting, minutes, public participation, and executive session requirements.
- Understanding of **Vermont Public Records Law**, including retention, access, exemptions, and response timelines.
- Familiarity with **municipal personnel practices**, including confidentiality, hiring procedures, workplace conduct, and compliance with town policies.
- Awareness of **municipal procurement and bidding requirements**, including thresholds, competitive processes, and documentation standards.
- Understanding of **conflict-of-interest and ethics requirements** applicable to municipal officials and employees.
- Familiarity with **grant compliance requirements**, including reporting, documentation, and adherence to state or federal guidelines.
- Awareness of **solid waste, recycling, and transfer station regulations**, including state reporting and permit compliance.
- Ability to interpret and apply Selectboard policies, town ordinances, and administrative procedures.
- Ability to research and interpret state guidance, VLCT resources, and statutory requirements as needed.

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## **Technology Skills**

- Proficiency with computers, office software, and digital communication tools.
- Ability to manage digital records and electronic filing systems.
- Ability to work with the town's website coordinator to add updates to the website as needed.
- Comfort using cloud-based tools, shared drives, and online forms.
- Ability to learn municipal software or platforms used by the town.

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## **Confidentiality & Ethics**

- Maintain strict confidentiality regarding sensitive information, personnel matters, and legal issues.
- Demonstrate ethical conduct, sound judgment, and professionalism in all interactions.
- Adhere to town conflict-of-interest policies and state ethics requirements.

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## **Professional Conduct**

- Maintain respectful, courteous communication with coworkers, town officials, and the public.
- Represent the Town of Tunbridge in a professional manner at all times.

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## **Supervision**

- Works under the general direction of the Selectboard.
- Receives day-to-day guidance from the Selectboard Chair or designated board member.
- Does not supervise employees, but collaborates closely with department heads, committees, and contractors.

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## **Minimum Qualifications**

- High School Diploma, GED, or equivalent education.
- Experience in municipal government, administrative work, or office management preferred.

- Strong organizational, communication, and customer service skills.
  - Ability to manage multiple tasks, meet deadlines, and work independently.
  - Familiarity with Vermont municipal procedures, or willingness to learn.
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## **Preferred Qualifications**

- Experience working in Vermont municipal government.
  - Familiarity with state agencies such as VTrans, ANR, VLCT, and regional planning commissions.
  - Experience with project coordination or contract management.
  - Training or coursework in public administration, business, or related fields.
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## **Knowledge, Skills, and Abilities**

- Knowledge of municipal operations, or ability to learn quickly.
  - Strong writing, editing, and document-preparation skills.
  - Ability to interpret and apply town policies, procedures, and Vermont statutes.
  - Ability to maintain accurate records and track projects and deadlines.
  - Ability to work collaboratively with staff, officials, and the public.
  - Professional judgment, discretion, and problem-solving skills.
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## **Physical Requirements**

- Ability to lift up to 25 pounds occasionally.
  - Ability to sit or stand for extended periods.
  - Ability to use standard office equipment.
  - Ability to attend evening meetings as required.
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## **Work Environment / Working Conditions**

- Work performed primarily in an office setting with frequent public interaction.
  - Occasional evening meetings required.
  - Periodic deadlines, interruptions, and shifting priorities.
  - Use of standard office equipment and computer systems.
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## **Terms of Employment**

- **Part-time position, approximately 15 hours per week.**
  - **Not eligible for benefits.**
  - Must comply with all Town of Tunbridge personnel policies and procedures.
  - Attendance at evening Selectboard meetings required.
  - Reports directly to the Selectboard.
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## **Compensation**

- Hourly wage set annually by the Tunbridge Selectboard based on experience and budget.
  - Training and professional development opportunities may be provided.
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## **Disclaimer**

This job description outlines the general nature and level of work performed by employees in this position. It is not an exhaustive list of all duties, responsibilities, or qualifications required. Additional tasks may be assigned as needed to meet the operational needs of the Town of Tunbridge.

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