

ADMINISTRATIVE ASSISTANT BUILDING DEPARTMENT

Definition:

Administrative work for the Department Head.

Distinguishing Characteristics:

Works under the general direction of the Building Commissioner and Building Department Staff.

Performs a variety of administrative duties not requiring supervision duties require the exercise of a high degree of tact, diplomacy and judgment in discerning which matters require supervisor's immediate and/or personal attention.

Has frequent contact with other departments, state and local officials and organizations, and the public that requires tact, clarity and confidentiality.

Has access to confidential information related to policy development and personnel matters.

Minimal physical effort required in performing duties under typical office conditions.

Examples of Work:

Serves as liaison between the Department Head and other personnel, departments, outside organizations, and the public; answers questions by telephone, email and in person; makes appropriate referrals; generally relieves Department Head of as many problems and questions as possible.

Initiates and types correspondence; sorts mail; may schedule, post, and arrange meetings.

Prepares and types a variety of reports; maintains files; supervises or handles payroll, bills payable, cash reporting and deposits, and other departmental accounting as required.

Performs a variety of special projects; may assist in departmental budget preparation; may conduct research and statistical analysis.

Exercises responsibility for the maintenance of important departmental records requiring the careful selection, classification and compilation of information from general sources.

Operates standard office equipment including but not limited to the following: computer, calculator, fax machine, and photo copier.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma or equivalent and two years secretarial or business school; five years secretarial or administrative experience; or any equivalent combination of education/ certification and experience.

Knowledge, Ability, and Skill:

Thorough knowledge of standard office procedures and methods needed. Ability to operate a variety of office equipment. Ability to meet and speak with people courteously, tactfully and appropriately. Ability to work independently. Good telephone manner, computer skills, and typing are required.

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. The Town of Hudson is an Equal Opportunity / Affirmative Action employer.

The Town of Hudson does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, marital status, or an individual's status in any group or class protected by applicable federal, state, or local law. The Town of Hudson encourages applications from minorities, women, the disabled, protected veterans, and all other qualified applicants.