

Job Opening Town of Williamstown:

The Staff Assistant for the Town Manager, Town Treasurer and Lister's Office plays a pivotal role in facilitating efficient operations and communication within the departments. This position serves as a central point of contact for residents, manages administrative tasks, and supports the smooth functioning of Selectboard Meetings.

Supervision received:

Works under the general supervision of the Town Manager and Town Treasurer and other Department Heads.

Key Responsibilities:

- Accurately record minutes for Selectboard meetings, ensuring all discussions, decisions, and actions are documented.
- Act as point of contact for residents seeking information or assistance related to municipal matters.
- Respond promptly and courteously to inquiries via phone, email, and in-person interactions, providing accurate information and directing queries to the appropriate department when necessary.
- Maintain a professional and helpful demeanor when dealing with residents' concerns or complaints, ensuring a positive customer service experience.
- Receive permit applications and assign permits to the appropriate department for processing.
- Draft and send out official correspondence, notices, and announcements related to meetings, permits, and other relevant matters.
- Provide administrative assistance to department staff as needed, including filing, copying, scanning, and data entry.
- Assist in accepting water/sewer payments and property tax payments. Must be able to make change and accept credit card payments in person and over the telephone.
- Assist in the preparation of reports, presentations, and other materials for departmental use or public dissemination.
- Collaborate with other personnel within the Town of Williamstown to streamline processes and improve overall efficiency.

Qualifications:

- High school diploma or equivalent; additional education or training in office administration or related field preferred.
- Excellent written and verbal communication skills, including the ability to compose professional correspondence and record accurate meeting minutes.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Strong organizational skills with the ability to prioritize tasks and manage multiple responsibilities simultaneously.
- Attention to detail and the ability to work independently with minimal supervision while also contributing effectively to a collaborative team environment.

- Previous experience in an administrative role, preferably in a municipal or government setting.
- Familiarity with local government operations is desirable but not required.

Work Environment & Schedule:

This is a full-time position with excellent benefits.

Monday through Friday from 8:00 am to 4:00 pm.

Title

Staff Assistant

Application Deadline

05/15/2024

Location

Williamstown, VT

Please submit letter of interest and resume to:

Town of Williamstown

Attn: Town Manager

P. O. Box 646

Williamstown, VT 05679

Or email:

twnmgr@williamstownvt.org