



COMMUNITY DEVELOPMENT

Andrew Groff, AICP | agroff@williamstownma.gov | 413.458.3500

31 North Street, Williamstown, MA 01267 | www.WilliamstownMa.gov

Job Posting – Administrative Assistant

37.5 Hours per week, Monday – Friday, 8:30am – 4:30pm

The position may also require the occasional presence at evening public meetings and hearings.

Definition

Responsible for clerical and administrative work in support of the operations of the Community Development Department including Board of Health, Building & Inspection Officials, Town Planner, and Appointed and Elected Land Use Boards; all other related work, as required.

Job Environment

Work is performed under typical office conditions; work environment is moderately noisy, with periods of heavy traffic.

The position requires strong interpersonal and communication skills, ability to work independently and as part of a team, the ability to handle multiple tasks, and a strong commitment to customer service. The right individual will have the ability to communicate with a broad cross section of the community including, but not limited to, home owners, business owners, contractors, engineers, architects, and other design professionals. Communication is by telephone, in person, email, and in writing.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be 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.

Provides front end customer service functions including answering and directing phone calls and walk-in traffic; maintains department schedules and records; processes various documents based on departmental procedures and regulatory requirements; review applications and other forms for completeness; calculates and takes in payment for fees; records and tracks deposits of fees and payables to Town Treasurer and Accountant; may contact other municipal and state offices for information and make adjustments to records. Maintains department supplies and equipment maintenance. Serves as administrator for the Town's permitting website.

Operates general office equipment, such as computer, printer, copy machine and telephone.



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Minimum Qualifications

A High school diploma is required. Associates Degree or equivalent preferred. One to three years of experience in an administrative role in local government; or equivalent.

A customer service-oriented approach, and a knowledge, comfort, and familiarity with Windows and web cloud-based applications such as the Google Suite.

Strong attention to detail, accuracy, and a high level of discretion are essential.

Supervision

The Administrative Assistant works under the direct supervision of the Community Development Director.

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.

Physical Requirements

Minimal physical effort required in performing duties under typical office conditions. Must be able to operate a keyboard at efficient speed and sit at a computer for long periods of time. Occasionally required to lift objects weighing up to 30 pounds. Ability to perform duties as assigned with reasonable accommodation.

Compensation

\$45,000 - \$50,000/year; Comp time eligible.

Benefits package includes: Paid Sick, Vacation, and Personal leave, Blue Cross Blue Shield Health and Dental Insurance, Berkshire Retirement System Pension, and additional optional retirement savings plans.

To apply please submit a resume, cover letter, and references to:

Roslyn Broch, Town Manager's Office
Williamstown Town Hall
31 North Street, Williamstown MA 01267
Or via email at rbroch@williamstownma.gov

This position will remain open until filled.

The Town of Williamstown is an Equal Opportunity Employer.