

**TOWN OF PRINCETON  
ASSISTANT TO THE TOWN ADMINISTRATOR**

**DEFINITION**

Semi-complex work in coordinating the administrative, procurement, some human resource functions, risk management, and worker's compensation functions for the Town of Princeton. Performs other special project management, technical, and managerial work assigned by the Town Administrator or as situations dictate. May serve as Acting Town Administrator in his/her absence.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Organizes and provides administrative support to the daily operations of the Town Administrator's Office and Select Board, including calendar management, answering of calls, word processing, data entry and research.

Creates and maintains all files for the Town Administrator's Office, including electronic file management and web page maintenance.

Serves as a Special Projects Coordinator for the Town Administrator; work may include research of various issues confronting the Town, grant writing and oversight, policy development, oversight and implementation of capital projects, may represent the Town on regional issues

Maintains a working knowledge of, and ensures adherence to, policies and regulations relevant to the operation and function of the Town Administrator's Office.

Registers and monitors distribution, filing and maintenance of the Town Administrator's correspondence, electronic mail, memoranda and other forms of communication.

Assists in the preparation of the town's annual operating budget and capital improvement plan.

Assists with procurement activities in accordance with Town policies and State regulations; maintain accurate records; work with department heads and Town Administrator to define purchase specifications and purchasing process; draft and/or reviews bid specifications and request-for-proposals; attend bid openings and answers vendor questions regarding purchasing procedure.

Oversees property, liability, worker's compensation insurance programs. Designs and implements the town's risk management program including the forecasting future costs and claims.

Oversees the management of daily budget activities of the Office.

Processes all Town Administrator's Office and Select Board permit and licensing applications, ensuring that all aspects of the submitted application are complete; circulates applications to the appropriate Town departments for review. Monitors and logs all applications and comments received.

Compiles annual Town Report submittals from departments.

Performs other related job duties as required.

#### **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

#### **SUPERVISION EXERCISED**

The employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The employee provides training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

#### **JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

#### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the