

JOB POSTING
TOWN OF PRINCETON

The Town of Princeton is accepting applications for part-time position of **ADMINISTRATIVE ASSISTANT / PROGRAM COORDINATOR**. This position has an hourly rate range between \$16.54 to \$21.83 per hour, DOQ. This is an 8-11 hour a week position at the new Senior/Community Center. High School diploma and one to three years of experience is required; an Associate's Degree is preferred; or any equivalent combination of education and experience, and successful CORI and SORI check are required as a condition of employment. Cover letter, resume, and application form must be submitted to the Town Administrator by email at townadministrator@town.princeton.ma.us by 4:00 PM on Mon., April 22, 2019. The Town of Princeton is an Equal Opportunity Employer.

Position Title:	Administrative Assistant/Program Coordinator	Grade Level:	Level C
Department	Council on Aging	Date:	Mar. 2019
Reports to:	Council on Aging Director	FLSA Status	Non-Exempt

DEFINITION

Provides administrative and programmatic support for the Council on Aging.

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.

- Provides customer service and greets visitors to the Senior Center.
- Responds to requests and inquiries from senior residents regarding COA programs and services.
- Provides office coverage and coordination such as phone calls and mail.
- Maintains calendar and room schedule for the Princeton Senior and Community Center.
- Researches potential COA entertainment and programs.
- Prepares flyers and advertises COA sponsored programs by posting around town, sending to TownNews and posting on social media (NextDoor, Facebook).
- Maintains sign-up and registration sheets for COA programs.
- Assists with event planning and general coordination of COA sponsored programs.
- Assists with other data collection and program reporting for state and other regulatory bodies.
- Prepares payments of invoices.
- General office and kitchen supply management and ordering.
- Provides day to day maintenance and upkeep of the COA common areas and kitchen (move chairs/tables as needed, tidy kitchen and coffee areas).
- Assists with the recruitment and training of volunteers.
- Performs a variety of related duties under the direction of the COA Director.

SUPERVISION RECEIVED

Under general supervision. The employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee refers unusual situations to the supervisor for advice and further instructions.

JUDGMENT

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 body of policies, practices and precedents. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

COMPLEXITY

The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

NATURE AND PURPOSE OF CONTACTS

Relationships are constantly with co-workers, the public, groups and/or individuals such as peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of considerable importance, including municipal practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

CONFIDENTIALITY

Incumbent has access to a variety of sensitive and confidential information.

EDUCATION AND EXPERIENCE

High School diploma and one year of experience is required; or any equivalent combination of education and experience. An Associates degree or additional training preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Must have working knowledge of Massachusetts General Laws and town By-Laws. Must have knowledge of office practices and procedures. Must have accounts payable/receivable skills.

Must have excellent communication and customer service skills; computer and database skills; must have organizational skills. Must have excellent writing skills. Must have word processing and spreadsheet skills.

Must have the ability to maintain accurate, detailed records; to deal tactfully with other departments, staff and the public and to perform detailed work despite frequent interruptions; must have the ability to maintain effective working relationships.

WORK ENVIRONMENT

The work environment is typical of municipal offices.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.