

JOB POSTING
TOWN OF PRINCETON

The Town of Princeton is accepting applications for part-time position of **ASSISTANT TREASURER/COLLECTOR AND EXECUTIVE ASSISTANT TO TOWN ADMINISTRATOR**. This position has an hourly rate range between \$18.24 to \$24.05 per hour, DOQ. This is a 20 hour a week position (~15 hours as Asst. Treas./Coll. and ~5 hours per week as Exec. Asst.). High School diploma and three to five years of experience is required; an Associate's Degree is preferred; or any equivalent combination of education and experience, and successful CORI check are required as a condition of employment. Must be able to be bonded. 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 Thurs., April 11, 2019. The Town of Princeton is an Equal Opportunity Employer.

Position Title:	Executive Assistant & Assistant Treas/Collector	Grade Level:	Level E
Department	TA – Treasurer/Collector	Date:	Nov. 2017
Reports to:	Town Administrator – Treasurer/Collector	FLSA Status	Non-Exempt

DEFINITION

Position performs confidential, professional and technical assistance supporting the work of the Town Administrator and Treasurer/Collector.

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 extensive customer service to a variety of customers including home owners, the public, property owners, elderly, contractors, developers, attorneys, and board members
- Explains required procedures, assisting applicants and customers through education of rules, policies, regulations and procedures.
- Prepare information for deliberation and decision of the Town Administrator.
- Maintain extensive confidential records including personnel files, correspondence, and litigation files. Also maintains extensive departmental records
- Assists the Town Administrator in human resources administration, including, but not limited to Family Medical Leave, Workers Compensation, Employee Relations
- Work with Town departments on various projects or initiatives
- Assists the Town Administrator with purchasing, in accordance with the provisions of the Massachusetts Procurement laws. Assists with bid specifications, advertising, bid openings, summarizing bid results and communication with bidders.
- Assists with meeting agenda packets, meeting materials and all related documents in accordance with the State' Open Meeting Law
- Prepare and submit departmental invoices for payment
- Attends meetings on behalf of the Town Administrator, as needed
- Prepares bill schedules for Warrants
- Monitors health plan deductions and contacts insurance provider on issues related to dental or medical insurance.
- Processes transfer of funds and monitors cash flow to cover payables and payroll expenditures as required in accordance with departmental procedures.
- Attends a counter or reception desk answering routine inquiries and complaints and routes requests to appropriate staff; explains procedures, regulations and/or policies based on knowledge of office functions and services offered by the department.

- Prepares and processes department purchase orders and maintains department filing system for official records and correspondence.
- Assists in the preparation of official documents such as the budget, department activity reports and state agency reports to ensure accuracy and compliance with local and state laws and policies. Prepares and submits written reports to supervisor as required.
- Balances all town accounts on a monthly and/or quarterly basis
- Reconciles banks statements for general funds
- Prepares and makes deposits to Bank
- Processes online banking transactions
- Prints checks such as payroll and vendor checks
- Prints W2 and 1099 documents
- Files quarterly taxes and state and federal taxes
- Performs a variety of data entry functions
- Prints checks
- Performs a variety of related duties

SUPERVISION RECEIVED

Under general direction, employee plans and prioritizes the majority of 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.

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 the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating

facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

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 extensive access to town wide confidential information including personnel files, medical information, litigation and police records.

EDUCATION AND EXPERIENCE

High School diploma and three years of experience is required; an Associate's Degree is preferred; or any equivalent combination of education and experience.

Required: Must be able to be bonded. A candidate for this position should be able to be bonded, and attend professional development classes held by the Massachusetts Collectors and Treasurers Association.

KNOWLEDGE, ABILITY, AND SKILLS

Must have working knowledge of Massachusetts General Laws and town By-Laws. Must be familiar with human resources administration and purchasing requirements. Must have knowledge of office practices and procedures. Must have financial skills.

Must have excellent communication and customer service skills; computer and database skills; must have organizational skills. Must have excellent writing, financial 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.