



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the full-time, 35 hours per week, position of:

Administrative Assistant
Land Use, Health and Development Department

Starting Hourly Rate: \$26.92
Plus excellent benefits package

The **REQUIRED** Town of Lexington application form must be received in the Town's Human Resource Department by Friday, October 4, 2019.

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Manager for Development, performs a variety of clerical, administrative and organizing tasks to support the Assistant Town Manager for Development in the overall functioning of the Land Use, Health and Development Department.

ESSENTIAL JOB FUNCTIONS:

- Maintain the schedule of the Assistant Town Manager for Development (the Department Head) and support the Department Head's daily workflow.
- Performs routine office tasks, including data entry, file management, copying, and answering telephone, preparing spreadsheets, correspondence and other documents; and processing incoming and outgoing mail.
- Develop and maintains organizational systems, hard copy files and records
- Process payments, maintain accounts, prepare simple budget statement using Munis, WDesk and related applications
- Research and compile information
- Maintain hiring processes and records, assist with Department payrolls
- Provides service in person and by phone to citizens, property owners, developers, Town department staff, abutters, contractors, vendors, governmental agencies, conducting research as necessary, including use of the Town's online MapGEO application, ViewPermit application, Assessors database.

- Prepare and coordinates correspondence via email, US mail, and telephone.
- Sets up and breaks down meeting rooms. From time to time, as assigned, take meeting minutes.
- May prepare invoices to be sent to local establishments for annual Weights and Measures Services. Tracks and deposits payments received.
- Maintains a variety of print and electronic files and records. May oversee records management and assist in developing protocols. Researches files as needed and directed regarding specific property issues.
- Acts as back up to Land Use, Health and Development Department Assistants in all Divisions, as assigned by the Assistant Town manager for Development.
- Performs special projects and other related duties as required, directed, or as the situation dictates.
- Regular attendance at the workplace, and at occasional evening committee meetings as assigned, is required.

SUPERVISORY RESPONSIBILITY:

None

MINIMUM EDUCATION & EXPERIENCE:

- High School diploma or the equivalent and one to three years of increasingly responsible related administrative support experience.

ADVANCED EDUCATION & EXPERIENCE:

None.

Ability to:

- Coordinate a variety of tasks and meet multiple deadlines while working in a fast-paced environment.
- Perform basic financial and personnel activities.
- Operate computer and various software necessary for performing assigned duties including multiple online platforms.
- Type at a speed necessary for successful job performance.
- Work independently in the absence of supervision.
- Read, write, and effectively work with numbers
- Communicate clearly, both orally and in writing, and maintain effective working relationships.

- Effectively handle an environment which involves close contact with coworkers and the public, including upset customers.

QUALIFICATIONS:

Knowledge of:

- Modern office procedures, methods, and computer equipment.
- Principles and procedures of record keeping.
- English usage, spelling, grammar, and punctuation.
- Business letter writing and basic report preparation techniques.
- Effective customer service practices.
- Basic purchasing processes.
- Basic accounting and budgeting principles.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Operates computer, printer, photocopier, fax machine, postage machine, safe and other office equipment. Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity. May occasionally require lifting and/or moving objects up to 25 pounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

APPLICATION PROCESS

All applicants are required to complete a Town application form, available on the Town's website at lexingtonma.gov/jobapplication, or by emailing jobs@lexingtonma.gov, calling (-781-698-4590) or by visiting the Human Resources Department in the Town Office Building at

1625 Massachusetts Ave. Resumes may be attached to the application form as additional information, but **cannot** serve as a substitute for completing the required application form.

CORI check required.

Application and cover letter must be received in the Town's Human Resource Department by Friday, October 4, 2019.

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to:

Human Resources Department

Town of Lexington

1625 Massachusetts Avenue

Lexington, MA 02420

781-698-4590