

JOB TITLE: Assistant Town Administrator /Assessing Assistant

STATUS: Full Time – 40 Hours per week

REPORTING RELATIONSHIP: Reports to the Town Administrator

**JOB SUMMARY:** This is a full-time position that provides administrative and clerical support to the Town Administrator and the Town Assessor. The Assistant Town Administrator/Assessing Assistant is responsible for recording and helping implement decisions by the Board of Selectmen, providing information to the public, performing receptionist, clerical and data entry support duties. The position is expected to exercise a high degree of independent judgment, tact and initiative to achieve efficient and effective operations within the Selectmen's office. The position participates in the preparation of, or takes responsibility for, the execution of special projects as needed. The employee performs a full range of administrative, clerical and related duties using considerable independent judgment in making decisions.

**ESSENTIAL DUTIES – Assistant Town Administrator/Assessing Assistant**

- Acts as Town Administrator when Town Administrator is absent
- Provides input to set agendas for Selectmen's meetings.
- Prepares, posts and advertises in appropriate media required notices for the Selectmen's office and, as needed, various other town organizations.
- Performs follow-up activities dictated by decisions at Selectmen's meetings.
- Files correspondence, permits, reports and other documents.
- Maintains records, paper and electronic, of board meeting agendas and minutes.
- Assists citizens with information on a wide variety of town-related subjects; provides such information either directly or by referral to appropriate town officials.
- Assists citizens by phone and in person in accessing tax maps, property files, general planning, zoning ordinance and building regulations information.
- Prepares correspondence, memos, and related materials.
- Issues municipal solid waste stickers and other permits
- Along with the Town Administrator, prepares annual Town Report; solicits submissions, prepares and/or edit reports as necessary, collects appropriate photography, sets up, proof reads and works with printer as required.
- Maintains adequate supply of forms, applications, and office supplies used on the job.
- Maintains cash receipts.
- Resolves miscellaneous problems and addresses resident concerns
- Assists Town Administrator in all aspects of town administration as needed.
- Assists Town Administrator in preparation of Budget, Town Report and preparation of miscellaneous reports filed with the State of New Hampshire, Department of Revenue Administration.
- Other duties may be assigned to meet business needs.

#### ESSENTIAL DUTIES – Assistant Town Administrator/ Assessing Assistant

- Maintains property tax assessment records. Posts all changes in addresses, etc., in the computer system. Assists the elderly and general public with exemption requests & with information.
- Processes elderly and veteran exemptions, pulls assessment cards and makes copies if requested.
- Maintains and oversees CAMA System and tax assessing database with respect to change of ownership, address changes, current use, exemptions, etc.
- Prepares tax abatements for review and signature by the Board of Selectmen.
- Handles minor complaints, answers questions requiring considerable knowledge of state statutes, town ordinances and departmental rules and procedures.
- Organizes parcel information for updates and pickups as changes occur which affect property characteristics.
- Compiles tax rate information for Summary of Taxable Property.
- Maintains computerized and hard copy property assessment records.
- Prepares warrants, appointment papers, reports, etc.
- Reviews and submits current land use applications to the Registry for recording.
- Copies approved building permits for Assessor, and file.
- Sets up appointments for citizens with assessor.
- Performs other related duties as required

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
- Must be able to interact and communicate with individuals at all levels of the organization.
- Must have knowledge of a variety of computer software applications in word processing, spreadsheets, and presentation software (MSWord, Excel, PowerPoint)
- Work requires continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.
- Must be able to work in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
- Knowledge of departmental policies, procedures, and organizational relationships.
- Knowledge of office practices, processes, and computer software programs.
- Knowledge of the organization and maintenance of filing systems.
- Ability to make decisions where precedents may not be established.
- Ability to use diplomacy and discretion, when giving out information and referring and directing callers and visitors.
- Ability to determine work priorities.
- Ability to make decisions and take appropriate actions.

- Ability to meet schedules and deadlines of the work area.
- Ability to communicate effectively.
- Ability to use Microsoft Office Suite (Word, Excel, PowerPoint) & CAMA
- Ability to multi-task
- Carefully proofs own and others work.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**MINIMUM QUALIFICATIONS:**

Knowledge and level of competency commonly associated with the completion of a bachelor's in degree in public administration or related field, 5 years work experience in municipal government; or an equivalent combination of experience and education, i.e., Master of Public Administration & less experience, which demonstrates an ability to be successful in the position.