

## **Position: Select Board Administrative Assistant**

The Town of Limerick is seeking a highly organized and detail-oriented professional to serve as Select Board Administrative Assistant. This position provides administrative, operational, and confidential support to the Select Board and Town departments, ensuring the efficient day-to-day functioning of the Municipal Office.

The Administrative Assistant is responsible for preparing weekly Select Board meeting materials, including agendas, minutes, and supporting documentation, as well as attending meetings and maintaining accurate public records. The role includes posting agendas, minutes, warrants, and financial documents to the Town website in accordance with required timelines and ensuring compliance with public notice laws.

This position manages office communications and technology, including maintaining employee email accounts through Microsoft Office 365, troubleshooting issues, and updating the Town website and meeting calendar regularly. The Administrative Assistant also coordinates public communications, including meeting notices, advertisements, and emergency postings.

Financial and administrative responsibilities include ordering and managing office and departmental supplies, processing purchase orders, maintaining accurate records, and assisting the Treasurer with invoices, advertisements, and monthly credit card reconciliations. Strong attention to detail and the ability to manage multiple accounts and deadlines is essential.

The role involves coordinating Town operations such as contracts, bid processes, and contractor scheduling, ensuring all required documentation, including certificates of insurance and W-9 forms are current and on file. The Administrative Assistant also tracks contract timelines and maintains official records both digitally and in organized filing systems.

Confidential program administration is a key component of this position, including General Assistance, Workers' Compensation claims, and Poverty Abatement applications. The selected candidate must be able to handle sensitive information with discretion and professionalism and will be required to complete applicable State training.

Additional responsibilities include managing Town facility rentals, maintaining calendars and key logs, coordinating building maintenance appointments, and supporting election and Town Meeting processes, including warrant preparation and public postings. The Administrative Assistant also compiles the annual Town Report and assists with the

municipal budgeting process in collaboration with the Select Board and Budget Committee.

The ideal candidate will demonstrate strong organizational, communication, and technical skills, with the ability to prioritize tasks, meet deadlines, and work independently in a fast-paced municipal environment. Proficiency in Microsoft Office, website management, and general office systems is needed.

**Qualifications:**

Municipal experience preferred but not required. Notary Public certification (or willingness to obtain) is required. The successful candidate must be able to maintain confidentiality, interact professionally with the public and Town officials, and adapt to a wide range of administrative responsibilities.