

The Town of Pomfret is seeking a part-time Administrative Assistant to the Selectboard.

Position Summary:

- Will improve administrative, fiscal and organizational efficiency while assisting the Selectboard and other Town officials in carrying out their respective duties;
- Shall serve at times as representative of the Selectboard; and
- Approximately 15 hours per week on a flexible basis.

Duties and Responsibilities

- Relay questions and concerns from the public to the Selectboard;
- Maintain and file paper and electronic documents;
- Assist in preparation of legal notices and announcements;
- Assist in preparation of Selectboard meeting agendas and minutes;
- Assist in preparation and monitoring of the annual budget;
- Assist Road Commissioner and Road Foreman with highway projects;
- Assist in Town purchasing of products and services;
- Assist Selectboard with legal compliance and due diligence; and
- Perform other duties as assigned.

Qualifications

- Knowledge of computers and applications;
- Familiarity with local government and budgeting;
- Ability to keep accurate and organized records;
- Ability to work independently without direct supervision;
- Ability to manage confidential information in a professional manner;
- Ability to positively interact with the general public, other Town officials, employees and volunteers.
- Familiarity with state and federal law affecting municipalities;
- Ability to listen and accept criticism; and
- Have a positive attitude and work well as part of a team.

To apply, send cover letter, resume and three references to:

Michael Reese
Pomfret Selectboard
5218 Pomfret Road
North Pomfret, Vermont 05053

or email to Michael.Reese@PomfretVT.US

Applications accepted until position is filled. The Town of Pomfret is an Equal Opportunity Employer.