



TOWN OF LITCHFIELD

Job Opportunity

ADMINISTRATIVE ASSISTANT/CENTRAL SERVICES COORDINATOR FIRST SELECTMAN'S OFFICE

Please see the job description and information of the position with the First Selectman's Office. This is a 35 hour per week position and is governed under the agreement between the Town of Litchfield and Litchfield Municipal Employees UNION, Local #1303-329 of Council #4 LMEA, AFL-CIO.

Position Title: Administrative Assistant/Central Services Coordinator

Salary: \$26.43 per hour

Status: Full Time, 35 hours per week.

Benefits: Health, dental, vision through CT State Partnership Plan, generous PTO, employer contributed 401a plan.

Interested applicants should submit their **application**, **resume**, and **cover letter** to nyarrish@townoflitchfieldct.gov.

Resumes will not be accepted in lieu of an application

Individuals must be able to pass a thorough background check, including DMV, references, and pre-employment drug screen, and background check. Applications, resume, and cover letter can also be mailed to the following address:

Town of Litchfield
Selectman's Office
PO Box 488, 74 West St
Litchfield, CT 06759

Applications & resumes will be accepted until the position is filled.

SUMMARY

Reports to the First Selectman. This position is of a highly responsible nature requiring considerable skill and ability in receiving the public, handling the telephone, computer, mail, central service supply requisition and assisting in various office duties as assigned. High level of support to the First Selectman's calendar, schedules appointments, and meetings. Upon approval of the First Selectman, this position also assists other offices, the Resident State Trooper, boards, committees and commissions.

PRINCIPAL RESPONSIBILITIES AND DUTIES

Receives the public, performs typing, filing, copying, handles telephone calls, sorts and distributes Town payroll and daily mail as well as processes mail for the First Selectman's office and its invoices for payment. Maintains accounting of all departmental budget balances and assists in annual budget preparation as required.

Orders and manages all central services supplies for Town offices and maintains order in the supply/storage vault. Oversees any interlocal or regional purchasing plan as may be recommended to insure cost effective purchasing practices. Also works with the First Selectman for procurement of Town equipment including but not limited to copiers, postage meters, clerical equipment, furniture and telecommunications equipment. Maintains main copy/fax machine at Town Hall and handles all related administrative functions and requirements. Manages and handles the telecommunication system i.e. RingCentral by Frontier.

Coordinates and assures the timely posting of meeting agendas with the First Selectman; distributes agenda materials to Board of Selectmen; transcribes recorded minutes of its meetings and hearings. Attends meetings and hearings as needed. Also transcribes minutes of other committees as requested by the First Selectman.

Coordinates and sets up Annual Town Meeting, Annual Budget Meeting and all Special Town Meetings, following through according to schedule.

Assists the Executive administrator with processing FOIA requests.

Issues certain permits such as hawkers & peddlers, tag sale, food truck, bingo, bazaars and raffles, and processes pistol permits.

Assists appointed boards, committees and commissions with membership information and support materials. Maintains and updates membership list including related correspondence and interviews.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of business English and mathematics.

Good working knowledge of office operations and procedures with the ability to acquire an understanding of the CT General Statutes, Municipal Code of Ordinances, and Town policies.

Skill in transcribing and using digital voice systems or voice to text systems. Ability to compose routine correspondence.

Knowledge and use of MS Office Suites and Google Workspace.

Ability to understand and follow written communications and oral instructions. Ability to learn clerical and administrative tasks and to adhere to prescribed routines.

Ability to acquire an understanding and to support the Town's Purchasing/Bidding Policy and to work with boards, committees and commissions to coordinate cost-effective purchasing procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to sit for prolonged periods of time, talk and hear. The employee is frequently required to stand, walk and use hands and fingers. The employee must occasionally lift and/or move **up to ten pounds only**. Specific vision abilities required by this job include close vision. The ability to drive a car may be necessary.

DESIRED QUALIFICATIONS

Ability to work effectively and courteously in a professional manner with officials, employees and the general public. Ability to type and transcribe from a digital recorder and to fully operate a variety of state of the art office equipment.

MINIMUM QUALIFICATIONS

High School diploma and A.S. degree with at least three (3) years of administrative office experience.

EEOC STATEMENT

It is the policy of the Town of Litchfield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law.

In addition, the Town of Litchfield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.