

ASSISTANT TOWN CLERK/ASSISTANT TOWN ADMINISTRATOR GUILFORD, VERMONT

The Town of Guilford is hiring for two open positions which require approximately 10 hours per week each. Applications are encouraged for one (10 hours/week) or both (20 hours/week) positions, depending on the applicant's availability and skills.

ASSISTANT TOWN CLERK **reports to the Town Clerk**

POSITION OVERVIEW

- Appointed position providing administrative and technical support to the Town Clerk.
- Primary responsibilities include preparing and maintaining official municipal documents, issuing licenses and permits, and recording documents and vital statistics.
- In the absence or inability of the Town Clerk, the Assistant Town Clerk has all the powers and performs all the duties of the Town Clerk.
- Position involves extensive public contact in receiving payments and documents and providing information and services.
- Duties performed in accordance with the Statutes of the State of Vermont.

ESSENTIAL DUTIES and RESPONSIBILITIES

- Receive instruction and direction from the Town Clerk and work according to established office procedures and Vermont Statutes pertaining to the office of Town Clerk.
- Participate in compiling a variety of data and preparing reports for the Town Clerk, the Annual Town Report, the Selectboard, the Board of Civil Authority, the Secretary of State, and the Department of Health.
- Attend Annual and Special Town Meetings, and record, file, and post minutes of the proceedings in the absence of or at the direction of the Town Clerk.
- Respond to general inquiries and requests for information from the general public, public officials, department heads and staff. In accordance with established procedures, furnish information and materials; respond to complaints; and make referrals.
- Receive, record, index and maintain vital records, land records and plats.
- Serve as a notary public.
- Assist in the registration of voters, the qualification of candidates and the administration of elections in accordance with Vermont Statute.

- Issue various licenses, certificates, and permits such as marriage, hunting, fishing and dog licenses.
- Assist in the receipt of payments aligned with the procedures set by the Town Treasurer.
- Has access to department-oriented confidential information such as restricted vital statistic records. The work environment calls for discretion, sensitivity and the protection of confidential information.
- Execute established office procedures for the receipt of all public monies including grants and reimbursements; payments for property tax and utilities; and fees for permits, licenses, recordings, renewals, search and copy.
- Make regular contact with the public, town departments/boards/committees, political candidates, other municipal Town Clerks, and other government officials. Communications are by phone, written correspondence and in person, and requires good communication skills
- Serve as the primary office receptionist: answer incoming calls, greet visitors, screen inquiries and transmit requests appropriately.

KNOWLEDGE, SKILLS and ABILITIES

- Ability to establish and maintain effective and harmonious working relationships with town officials and departments, state agencies and the general public
- Ability to communicate effectively in written and verbal form
- Ability to maintain complex record keeping systems
- Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure
- Ability to operate standard office equipment, including computers and associated software applications, calculator, telephone, copier, facsimile machine, and voting machines
- Ability to act discretely in processing sensitive information
- Ability to rapidly acquire and assimilate knowledge and understanding of the State statutes relating to the duties and responsibilities of Town Clerks
- Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances and policies, and State regulations relating to operation of the office and Town government and ability to communicate same to office staff, other Town officials and the public

ASSISTANT TOWN ADMINISTRATOR
reports to the Town Administrator

ESSENTIAL DUTIES and RESPONSIBILITIES

- Provide administrative support to Town boards, commissions, and committees as directed by the Town Administrator.
- Draft minutes of recorded Selectboard meetings for review by the Town Administrator.
- Assist in managing the Town's official website: www.guilfordvt.gov. Post agendas, meeting minutes and recordings for Selectboard and appointed commissions and committees following Open Meeting Law requirements. Post events, announcements, vacancies, openings, updates, documents, reports, etc., when directed. Draft new content as needed for Town entities and as directed by the Town Administrator or Selectboard.
- Code invoices for payment by Town Treasurer using General Ledger Chart of Accounts
- Collect invoices, proof of payment, and other necessary documents for grant reimbursements. Maintain Project Worksheets as directed by the Town Administrator for regular Selectboard updates.
- Assist in the preparation and execution of requests for proposals, bids, spot quotes, legal notices, announcements, and want ads; assist Town departments with same.
- Identify and attend appropriate training opportunities to maintain and improve skills.
- Assist technical support team in managing IT inventory and functionality; prepare conference room equipment for online meetings as directed.
- Work collaboratively with the Town Auditors and Town Administrator to gather external and internal information and generate reports as needed for the creation of the Town Report and Town Meeting warrant.
- Assist with research and writing grant applications and filing for grant award reimbursements.

KNOWLEDGE and SKILLS

- Able to work effectively and interact positively with Town officials and employees, and residents; local, regional, and State agencies; non-profit organizations; the media, volunteers, employees, and other stakeholders.
- Strong communicator, orally and in writing.
- Accurate, timely, detailed, and organized record-keeper.
- Independent self-starter who organizes and uses time effectively; multitasker. Job will include working with the public daily on numerous and varied issues.

- Able to exercise sound judgment and discretion in the handling of sensitive information; understanding of what is and is not public information.
- Working knowledge of Google Workspace Apps, MS Office Suite (including Word, Excel, PowerPoint), and Adobe Acrobat, as well as other basic computer and web skills; knowledge of and experience with Wordpress and is preferred. Experience with Adobe Creative Suite (InDesign, Photoshop) is useful.

QUALIFICATIONS FOR BOTH POSITIONS

Must have a high school degree. A college degree in public administration, political science, accounting, business management or relevant discipline is helpful and/or a minimum of three years' experience in an administrative or secretarial capacity in either municipal government or business, or a combination of equivalent experience.

The selected candidate will exhibit a commitment to the Town's goals and objectives as defined by its voters, Selectboard, and commissions and will exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge.

PHYSICAL REQUIREMENTS FOR BOTH POSITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of each job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee may spend a large portion of shift standing at the counter. The employee may be required to lift or move objects weighing up to 15 pounds. The employee is required to file and type on a keyboard at a moderate speed; to communicate verbally and in writing; to manually operate all equipment. Noise level in the regular work environment is moderate. Interruptions may be frequent.

COMPENSATION (BOTH POSITIONS)

Commensurate with experience. Range: \$20-\$22 per hour. This is a part-time, hourly position; estimated to average 10 hours per week in each function (Assistant Town Clerk and Administrative Assistant).

APPLICATION (BOTH POSITIONS)

To apply, email resume and cover letter to: Erika Elder, Town Administrator
townadmin@guilfordvt.gov