

**Town of Hooksett Job Description
Community Development Department
Administrative Assistant**

Date: May 31, 2019

General Position Description: Perform advanced administrative tasks in support of the operations of the Department. Duties include, but are not limited to, working with the public on various transactions to include routine accounting and preparation of correspondence and reports in support of the Community Development Department and their associated boards/committees. This job description is meant to be illustrative and is in no way all-inclusive. It shall be used as a tool or guide in the job performance of the employee it applies to.

Accountability: Town Administrator or his/her designee

Equipment Used: computer, typewriter, telephone, photocopier, calculator, laser printer, plotter, tape recorder, etc.

Environment: Inside : 90% Outside: 5%

Duties & Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

1. Assist the public with questions
2. Act as secretary for boards/committees for meeting issues, correspondence, research, minutes
3. Prepare and type a variety of correspondence, reports and memoranda for draft copy of verbal instructions
4. Search, collect and compile statistical data
5. Perform other duties as specified

Support: Advanced office support work involving administrative and strong computer skills. Work involves a variety of administrative, clerical and record keeping tasks, typing of all correspondence, agreements, create reports and spreadsheets, process meeting minutes.

Customer Service: Assist customers by providing information, answering questions, follow-up on customer referrals to other departments

Computer Operation: Utilize computer in day-to-day function of the department such as issuing permits, generate reports, manage data, correspond via e-mail

Financial: Keep all financial data in various formats, collect fees, prepare weekly bank deposits for the finance Department to ensure proper account disbursement, prepare reimbursements for the department, assist in preparation of department budget and department CIP requests, assist in monitoring department budget.

Report Writing and Research: Prepare weekly and monthly reports for department head. Compile information, prepare reports and conduct research as needed.

Other: Perform such administrative duties as required or directed for the effective functioning of the Community Development Department and in cooperation with other Town Departments.

Taste and Smell: Necessary for detecting fumes and gases

Dexterity: Necessary for operating office equipment, handwriting, computer keyboard operations, etc.

Mobility: Needed to walk around the Municipal Building to various departments, to other office equipment areas, etc.

Physical Requirements:

Lift up to 10 pounds: constantly required

Lift 11 to 25 pounds: constantly required

Lift 26 to 50 pounds: frequently required

Lift over 50 pounds: occasionally required. Assistance may be available

Carry up to 10 pounds: constantly required

Carry 11 to 25 pounds: constantly required

Carry 26 to 50 pounds: frequently required

Carry over 50 pounds: occasionally required. Assistance may be available

Push/pull: frequently required

Reach above shoulder height: frequently required

Reach at shoulder height: constantly required

Reach below shoulder height: frequently required

Balancing: required

Sit: one hour per day up to eight total

Stand: one hour per day, up to eight total

Walk: one hour per day, up to four total

Twisting: occasionally required

Bending: frequently required

Crawling: rarely required

Squatting: rarely required

Kneeling: rarely required

Crouching: rarely required

Climbing: occasionally required

Balancing: frequently required

Hand Manipulation:

Grasping: constantly required

Handling: constantly required

Torquing: occasionally required

Fingering: frequently required

Controls and equipment: computer hardware, office equipment, etc

Work surfaces: Office area to include work station, desk, counter, cabinets, shelves, etc. all surfaces are at various heights.

Summary of Occupational Exposures:

Most work occurs within the office setting. May work in an office without windows thus being exposed to unnatural light with no natural light, and various air climates and conditions in the building i.e.: air conditioning, heat, lack of fresh air, unnatural light, etc.

License/Certification Requirements:

- NH Driver's license
- High school diploma or G.E.D.
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities.

Other Training, Skills and Experience Requirements:

- Strong knowledge of computer usage including Microsoft word processing, spreadsheets and database.
- Attention to details
- Internet and/or Web page familiarity
- Excellent communication skills
- Ability to deal with difficult people
- Knowledge of or ability to learn GIS database operations
- Any equivalent combination of education and experience, which demonstrates possession of the required knowledge , skills, and abilities.

Schedule:

Monday, Tuesday, Thursday 8:00am-4:30pm. Wednesday 8:00am-6:30pm. Friday 8:00am-12:00pm. Evening meetings as required. Possible overtime if and when needed or required.