

**Meeting of Administrative Assistance Committee on 8-18-15 at 8AM  
Rutland Town Offices**

Present at the meeting were Select Board members Josh Terenzini and Mary Ashcroft, and Town Administrator Joe Zingale. Using job descriptions from Killington and Pittsford, the committee drafted the following:

**Position Description:**

The Assistant Town Administrator will assist the Town Administrator in all aspects of his/her work, including executing the policies and procedures put forth by the Select Board and at Town Meeting, and acting in such capacity as the Town Administrator may direct in municipal, state, federal and other issues affecting the Town. This position may administer all phases of the Town Administrator's responsibilities, including day-to-day administrative coordination of those areas of Town government under the jurisdiction of the Selectboard.

**Responsibilities:**

- Attend Select Board meetings and draft minutes
- Maintain and improve the Town's webpage and on-line calendar
- Help manage office correspondence and communications
- Assist with preparation of the town report
- Post legal notices in the newspaper and public areas
- Track permits; communicate with applicants and board as necessary
- Maintain an inventory of the Town's land and equipment, working with each department head
- Staff Town Planning Commission, attend meetings and draft minutes
- With Town Clerk, ensure Open Meeting Law compliance, ethics, swearing in, etc.
- Work with Town clerk and other town staff as needed

**Qualifications:**

- High school or GE required; college degree preferred
- Strong interpersonal and communication skills
- Ability to proofread, edit and produce professional documents
- Ability to represent the Town to townspeople and vendors respectfully
- Experience in an office setting, answering phones and handling public inquiries and concerns
- Ability to achieve timely results under varying circumstances
- Good organizational skills, attention to detail and strong work ethic
- Sensitive to and able to contain confidential information
- Proficient computer skills (Word, Excel Outlook, etc.);
- Ability to manage multiple tasks and projects with minimal supervision
- Possess valid driver's license and reliable transportation; field work may be required
- Must consent to criminal background check
- Willingness to attend evening meetings

The superior candidate will also have some public or town government experience, webpage development and maintenance skills, grant writing and grant compliance experience, some personnel management skills, and good knowledge of social media.

The committee discussed what publications to use to advertise for this part-time position. It was agreed to run ads in the Rutland Herald (\$150 to \$250), in 7 Days (\$265), on Craig's List (\$99) per ad, and also post the notices in the Circle, on the Town's webpage and on the VLCT newsletter.

The committee agreed that possible work hours would be mornings Monday through Thursday, and evening Select Board and Planning Commission meetings. Applicants will be asked to send in a cover letter, resume and references. The position is anticipated to be 20 hours per week at a rate of pay of \$15 per hour but we need to check with our Town Clerk/Treasurer to confirm that funds are available at this rate.

We still need to draft an ad for this position. The Select Board will be asked to OK the above at our next meeting.

Respectfully submitted: Mary Ashcroft