

## **TOWN OF PROVINCETOWN SECRETARY TO THE SELECT BOARD**

### **Definition:**

The purpose of this position is to provide skilled and coordinated support in assisting the Select Board and the Town Manager to prepare the materials and documents required for Select Board Meetings. Secondly the position acts as liaison between the Select Board and Town Manager/Staff to address inquiries and commentary from the public, directed to the Select Board, and to execute Select Board Policy.

Responsibilities require a thorough knowledge of the Town of Provincetown's processes, policies and operations and the exercise of independent judgment and initiative in assisting citizens and town employees in coordinating activities, particularly in situations not clearly defined by precedent or established procedures.

### **Supervision:**

Per the Provincetown Charter, this position works under the direction of the Select Board with primary interface with the Chair of the Select Board. The position works in coordination with Town staff as directed by the Town Manager and senior staff.

This position exercises independent judgement on day-to-day matters; referring problems to Select Board only when clarification or interpretation of the policy or procedure is required.

### **Job Environment:**

Work is performed under typical office conditions. Occasional evening work is required to administrate Select Board meetings. Workload is generally stable but increases to reflect specific projects and cyclical work demands at different times of the year.

### **Essential Functions:**

- Serves as the initial point of contact for the Provincetown Select Board regarding Town matters.
- Acts as liaison between the Select Board and the Town to prepare for Select Board meetings, executive sessions and SB communications.
- Requires independent judgment and initiative in assisting citizens and town employees and in coordinating the activities of the Select Board's office.
- Represents the Select Board in a professional and courteous manner.
- Must deal professionally with sensitive and confidential executive level information required for the operation of the Select Board's office.

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- Answers questions and furnishes information, in person, by telephone or electronically to the general public concerning town policies, rules and regulations, and functions of town departments.
- Escalates critical issues to Select Board and Town Manager.
- Receives complaints directed to the Select Board and responds to complaints appropriately with communication to Town Manager or to appropriate Town staff.
- Manages the day-to-day activities of the Select Board's Office, sorts and reviews department mail; prepares public notices, meeting hearings, memos, reports, and correspondence from the Select Board.
- Maintains Select Board's schedule and coordinates deliverables with Town Managers office.
- Assists in the preparation and production of Town Meetings as it relates to MGL and Charter requirements for the Select Board.
- Performs basic duties of the Town Manager's Executive Assistant; answering phones, handling mail and performing basic administrative coverage, when that person is absent.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Associates degree in a related field and 3-5 years of progressively responsible administrative experience within a municipal government office; or any equivalent combination of education and proven administrative experience.

Notary Public or obtain Notary Public within 3 months of employment.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Good working knowledge of municipal government procedures, operations, and functions. Familiarity with pertinent state and local laws relating to departmental operations preferred. Knowledge of workings of municipal government and the Commonwealth of Massachusetts helpful. Thorough knowledge of office procedures, practices, and terminology necessary. Knowledge of the use of basic office equipment and computer applications- MS Word, Powerpoint, MS Teams, and Adobe is necessary.

*Ability:* Ability to maintain highly confidential information. Ability to organize time, meet deadline, work independently, and prioritize tasks. Ability to deal effectively and tactfully with the public. Strong written and oral communications skills.

### **Physical Requirements**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the

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essential functions. Regularly required to walk, stand, sit, talk, and hear and use hands to operate equipment. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Must be able to communicate verbally and in writing with vision and hearing at or correctable to normal ranges.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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