Administrative Floater
Town of Weston

Duties include assisting the public and performance of basic office work in various municipal offices: answer phones, process payments, enter data, maintain files, etc. Also serves as Freedom of Information Officer and lead purchaser. Well developed communication and computer skills a must, as are HS diploma/GED and 2 years relevant experience. Full position description available at westonct.gov. Resume review to begin December 1. 19$ hr.; 11-2 weekdays. Send cover letter and resume to: Town Administrator, PO Box 1007, Weston, Ct. 06883, or tlandry@westonct.gov.

TOWN OF WESTON
ADMINISTRATIVE FLOATER

Position Purpose:

The purposes of this position are to support and provide back up to administrative positions in the following offices: First Selectman, Finance, Town Clerk and Tax Collector. The work involves attention to details to maintain accurate records, answer customer inquiries and refer questions or issues to appropriate people, serves as the FOI Officer and Purchasing Agent.

Supervision:

Supervision Scope: Performs a wide variety of routine, technical and administrative responsibilities requiring knowledge of local and state laws related to records management and standard operation procedures in the above mentioned offices.

Supervision Received: Works under the direction of the Town Administrator and the specific Department Head for any given assignment.

Supervision Given: None.

Job Environment:

Administrative and technical work is performed in a moderately noisy office with regular interruptions during the day from the general public at a counter, and sometimes to deal with citizens' issues and problems; may be required to work in a vault.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment such as map copier, postage equipment, and cash register.

Makes constant and periodic contact with other municipal departments, state agencies, contractors, vendors, elected officials and the general public; communication is frequently in person, by telephone, mail , fax and occasionally e-mail and in writing.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Has access to confidential information.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Perform administrative duties in the offices of the Selectman, Town Clerk and Tax Collector, as needed. Typical tasks include answering calls, responding to mail or serving the public over a counter; making appointments; taking messages; entering data into appropriate data bases; receiving, recording and forwarding fees; assisting the public with accessing information on Town computers; making copies of documents and maps; scanning documents; filing; maintaining files in vaults and organizing materials for when permanent staff members return to duty.
- Acts as the Town's Freedom of Information Officer, explaining the process and expediting requests from the public for copies of public records.
- Acts as the Town's Purchasing Agent, placing several orders a week. Special projects require additional resources of time and attention. Works within established dollar approval limits. Approves relevant invoices.
- Assists the Selectman's Administrative Assistant and/or the Town Clerk, as needed.
- Assist the Tax Collector by handling collections at office counter and through mail.
- Receive tax payments
- Organizes "Shred Day", maintains Town Hall vacation board, maintains office closing call list.
- Assist Finance Department with clerical duties.
- Comply with OSHA

Other Functions:

- Assists departments, offices or staff as needed to promote a team effort to serve the public.
- Performs similar or related work as required, directed or as situation dictates.
- Participate in training and development.

Minimum Required Qualifications:

Education, Training and Experience:

Recommended qualifications required would generally be acquired with a High School diploma or GED, two to three (2-3) years of business, accounting or municipal experience, real estate or banking experience, paralegal experience, customer service and computer experience desired; or any equivalent combination of education, work experience and training. Town Hall experience preferred.

Special Requirements:

Knowledge, Ability and Skill:

Knowledge: Good knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, database, electronic mail, and information technology to provide for the effective records maintenance; have or obtain thorough knowledge of and the ability to interpret State laws and knowledge of practices and techniques and technology utilized in public records management;

Ability: Ability to utilize data processing applications as they relate to the functions of the various Town offices; ability to prioritize assignments to meet established deadlines and deal with diverse details; ability to deal effectively with the public,

Town and State officials and staff; ability to prepare reports; ability to handle details and arithmetic calculations; ability to work independently.

Skill: Excellent verbal and written communication skills; aptitude for working with paperwork and details; skill in using the above mentioned office equipment; skills associated with dealing with public and maintaining effective working relationships with various groups; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms			X	

Tasting or smelling	X			
Bending, pulling, pushing			X	
Other-Moving from sitting to standing at counter		X		
Other-Describe _____				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 30 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

__x__ Close vision (i.e. clear vision at 20 inches or less)
____ Distance vision (i.e. clear vision at 20 feet or more)
____ Color vision (i.e. ability to identify and distinguish colors)
____ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
____ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE September 20, 2007