

**TOWN OF LYMAN
JOB DESCRIPTION
SELECT BOARD CLERK**

Job Title: Select Board Clerk
Department:
Reports To: Board of Selectmen
Position Type: Full-time

Classification: Non-Exempt
Other:
Supervisory: No

GENERAL SUMMARY: The Select Board Clerk is responsible for providing administrative support to the Select Board, as well as carrying out special assignments, as necessary. Work involves considerable public interaction.

ESSENTIAL JOB FUNCTIONS:

- Answers phones
- Handles customer questions and concerns
- Prepares reports
- Prepares all agendas and packets for the Select Board meetings
- Attends all Select Board meetings and takes and transcribes minutes and records meetings
- Types memos, forms, reports, agendas, and general correspondence
- Prepares the Town Report, Town Meeting warrants, and other materials for printing
- Prepares and advertises bids and contracts
- Posts notifications of meetings, events, etc. on the website and on social media
- Maintains committee appointments, prepares appointment papers for the Select Board
- Keep Select Board apprised of issues
- Serves as the purchasing agent for the Town
- Identifies policy and service needs and implements as directed
- Assists with the applications of grants
- Serves as the point person for employee PTO requests
- Maintains regular, predictable and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all departments as well as with the public
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town and Department policies
- Serves as Zoning Board of Appeals Clerk
- Serves as Freedom of Access Agent
- Serves as Deputy Treasurer
- Serves as Online Administrator coordinating training classes for Board/Committee Members
- Monitors and tracks Work Management Program and Citizen Engagement Requests
- Alerts employees and media of Town Hall and Transfer Station Closings during inclement weather
- Assists with hiring new personnel
- Keeps Board informed of town service contracts expirations
- Performs other related work as required

KNOWLEDGE/SKILLS

- Knowledge of computers and use of Microsoft Office Word and Excel
- Knowledge of general office equipment
- Excellent organizational skills
- Excellent customer service skills

ABILITY TO:

- Maintain confidentiality
- Understand and follow complex oral and written instructions
- Prepare and maintain accurate records and files
- Type with speed and accuracy and operate standard operating equipment
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Provide a high level of customer service to both internal and external customers
- Communicate professionally and effectively, both orally and in writing
- Establish and maintain effective working relationships with co-workers, the public, and others
- Attend any required or recommended courses or training

MINIMUM REQUIREMENTS**Experience and Education/Training:**

- High School Diploma or GED
- Three (3) years' related experience or any equivalent combination of education and experience (preferred)

Licenses/Certifications:

- None

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The work environment and physical demands described herein 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 limitations to perform the essential functions.

This job operates in a professional office environment and routinely uses standard office equipment such as computers, phones, photocopiers/scanners, filing cabinets, and fax machines.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel, talk, and hear. The employee is occasionally required to reach with hands and arms. The employee is occasionally required to stand, walk, kneel, climb, or crouch. The employee must occasionally lift and/or move up to 25 pounds. The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. Duties, responsibilities and activities may change at any time with or without notice. The job description does not constitute an employment agreement between the employer and employee.

Employee Signature:**Date:**