



We are currently accepting applications for the full-time position of:

Office Manager Board of Selectmen's Office

Anticipated Hiring Range: \$53,725-\$63,148
Full Salary Range: \$71,792
With excellent benefits

*Hiring range based on education and experience.

**The REQUIRED Town of Lexington application must be received in the Town's
Human Resource Department
by Friday, September 30, 2016**

GENERAL PURPOSE

Supervises clerical and administrative activities performed by department office staff.

SUPERVISION RECEIVED

Works under the general direction of the Chair of the Board of Selectmen.

SUPERVISION EXERCISED

Supervises municipal clerk (1.0 FTE). Supervisory activities include establishing work procedures and performance standards, providing performance feedback, conducting formal performance reviews, hiring and orientation of new employees, scheduling hours and granting time off, providing training and development, assigning and reviewing work, and discipline.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Gather, interpret and prepare data for studies, reports and recommendations; coordinate activities with other departments and agencies as needed.

Monitor assigned budget; perform cost control activities; monitor revenues and expenditures; prepare annual budget requests; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Interview and select Selectmen's Office staff. Provide day-to-day direction and assistance. Study and standardize procedures to improve efficiency and effectiveness of operations.

Serve as central information point and respond to inquiries from the general public, other State agencies, municipal governments and departments, and Boards.

Prepare a variety of studies, reports and related information for decision-making purposes.

Receive and maintain information on contributions made to Trustees of Public Trusts funds.

Responsible for warrants and motions of all local, State and Federal elections. Process, verify, route and maintain official records and documents. Provide access to public records in compliance with State public record law and corresponding regulations.

Maintain databases and issue licenses: auctioneer, automatic amusement devices, Class I, II and III used car dealer, common victualler, entertainment, fortune telling, fuel storage, junk dealer, limousine, liquor, lodging, taxi, and theater. Issues permits for use of the Battle Green, taxi drivers and yard sales.

Maintain committee database, coordinate and communicate with Committee Chairs to keep information up-to-date, to post meetings, book rooms, update committee webpage information and prepare for appointments and reappointments.

Coordinate with the Chair of the Town Report Committee to collect and review reports from each department and committee, and print the Annual Town Report.

Serve as Notary Public to Board of Selectmen and certify actions of Board of Public Works. Perform certification and recording for the Town on legal documents and Board records.

On occasion, be requested to attend regular and special meetings of the Board.

Prepare and distribute agenda, materials, minutes, records and follow-up actions of meetings of the Board.

Provide administrative and clerical support to Town Counsel.

QUALIFICATIONS

Experience and Training Guidelines

Associate's degree, secretarial/vocational training, and five (5) years of increasingly responsible secretarial experience; or any equivalent combination of education and experience. Bachelor's degree preferred.

Special Requirements:

Must possess or be able to obtain a Notary Public license.

Knowledge of:

Operation, services, and activities of the Town.

Business letter writing and basic report preparation techniques.

Modern office procedures, methods and computer equipment.

Basic purchasing processes.

Principles and procedures of record keeping, supervision, performance evaluation, and budgeting.

Customer service techniques.

English usage, spelling, grammar and punctuation.

Ability to:

Perform difficult administrative support services.

Demonstrate good judgment and personal initiative.

Understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities; interpret, explain and enforce department policies and procedures.

Perform basic financial and personnel activities.

Coordinate multiple tasks and projects.

Work with interruptions.

Provide guidance to subordinate staff.

Maintain confidentiality.

Independently prepare correspondence and memoranda.

Attend evening and early morning meetings.

Take and transcribe dictation at a speed necessary for successful job performance.

Type at a speed necessary for successful performance.

Work independently in the absence of supervision.

Maintain confidential records and reports.

Operate and use modern office equipment including a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition which permits:
- *sitting for extended periods of time*

- *operating office equipment including computer, copier and telephone*
- *typing for extended periods of time*

Effectively handle a work environment and conditions which involve:

- *working closely with others*
- *working with the public*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *reading and writing*
- *operating assigned equipment*
- *answering questions*
- *speaking in a clear and audible voice*
- *effectively working with numbers*

Maintain mental capacity which permits:

- *making sound decisions*
- *communicating clearly*
- *responding to questions*

TOOLS AND EQUIPMENT USED

Personal computer (including word processing, spreadsheet, database, financial, laserfiche, web browsing, and pdf software) and general office equipment (e.g., telephone, copier, facsimile, postage machine, typewriter); calculator.

PHYSICAL DEMANDS

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

In performing the duties of this job, the employee is frequently required to talk, hear, sit, walk, bend or stoop, and reach. The employee routinely lifts and carries up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those that the employee encounters while performing the essential duties of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this job.

Work is performed in an open office setting, with regular foot traffic.

APPLICATION PROCESS

All applicants are required to complete a Town application form with a cover letter and resume. The application is available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

Applicants will be required to undergo a CORI screening and background check prior to appointment.

**Applications and resumes must be received in the
Town's Human Resource Department
by Friday, September 30, 2016**

The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590
