

**ADMINISTRATION**  
**Office Assistant IV/Assistant, Human Resources**

**DEFINITION**

Skilled secretarial and administrative work in support of the administration of the town including responsibility for support of all personnel functions as specified by the Town Administrator.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are illustrations of the various types of work 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.*

Human Resources:

Prepare all personnel function related paperwork, including but not limited to hiring, promotions, and discipline, worker injury claims, union notifications, pre employment physicals, etc. Work with the payroll and accounting department to ensure accuracy and completeness of information.

Maintain all union contracts and related correspondence including but not limited to, grievance information, negotiation correspondence and notes, the personnel code, and wage schedules for union and non union employees as approved.

Maintain job descriptions and complete personnel files on all current employees, as required by law.

Prepare annual employee change forms for Town Administrator signature.

Participates with the payroll department, as may be required by the Town Administrator, relative to the management of unemployment insurance cases and other payroll and personnel related matters.

Maintains records of job injuries, ensures that all injury insurance claims and reports to retirement board are made timely, and makes suggestions to department heads on injury prevention.

Works with Department Heads & insurance providers to monitor injured employees for return to work certificates and long term illness, return to work certificates, and as may be required by the supervisor.

General Administrative:

*EASTHAM, MASSACHUSETTS  
EXECUTIVE ASSISTANT/HUMAN RESOURCES  
BY-LAW OAS 6  
(REVISED) APRIL 28, 2016*

Provide clerical support to the Assistant Town Administrator regarding Human Resource matters and other projects.

Perform administrative duties; compose and type correspondence and reports; process and distribute as necessary.

Prepare bill schedules, turnovers to the treasurer, and oversee departmental budget as necessary.

Maintain files related to Town Counsel contacts, grants, special contracts and other files as directed by the Town Administrator.

Participate with others in special projects in support of the general administration of the town and as may be directed by the Town Administrator, Assistant Town Administrator or Administrative Assistant to the Town Administrator..

In the absence of the Administrative Assistant to the Town Administrator perform duties, including but not limited to the preparation of agendas, attending Board of Selectmen meetings, preparing minutes and similar work.

Maintains Property Insurance Information and claims files, and provides back up to the Accounting Department on property insurance claims.

Maintain & update Policy and Procedures Manual for the Administration Department.

Maintain & Update Committee Book.

Keep abreast of developments and provides information and training or makes training arrangements for employees.

Respond to citizens, elected officials and co-worker inquiries to the extent allowed by law.

Perform similar or related work as required, or as situation dictates.

#### **SUPERVISION**

Works under the general supervision of the Town Administrator, in accordance with town policies and bylaws, applicable Massachusetts General Laws, and relevant state, federal, and local regulations and standards; duties require the exercise of judgment and initiative within the framework of prescribed policies and procedures.

#### **WORK ENVIRONMENT**

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Work is performed in office conditions.

The employee operates standard office equipment.

The employee has frequent contact with the general public, employees, department heads and elected and appointed local and state officials, outside agencies, other governmental organizations, and insurance providers, and medical personnel regarding physical exams, injury reports and care.

The employee has access to all confidential information of the organization including, personnel files, lawsuits, medical records, and protected health information.

Errors could result in delay or loss of services, monetary loss, or legal repercussions.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Bachelor's Degree in public administration, personnel management, business or a related field; three years of experience in business, personnel or public administration; municipal experience preferred; or an equivalent combination of education and experience accepted.

### **KNOWLEDGE, ABILITY AND SKILL**

Ability to organize and maintain detailed records and prepare reports; ability to work independently, meet deadlines, and track projects; ability to deal tactfully and appropriately with town department managers, elected officials and the public; ability to understand and explain laws, regulations, policies and procedures.

Office and computer skills; oral and written communication skills; planning and organization skills.

## **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in office conditions; the employee is frequently required to sit, speak and hear and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer.

*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.*