

# Town of Hampstead, NH

**POSITION:** Admin. Asst. To BOS  
**FLSA STATUS:** Exempt  
**LABOR GRADE:** 15

**DEPARTMENT:** Selectmen's Office  
**REPORTS TO:** Board of Selectmen  
**DATE:** March 2019

## **GENERAL SUMMARY**

Provides support for the Board of Selectmen (BOS), communicates and coordinates implementation of the Board of Selectmen's directives, performs a wide variety of general administrative functions of the Selectmen's office, and administers the personnel, financial and purchasing policies of the Town. When requested by the BOS, acts as a representative for Department Heads, Boards, Commissions and the general public.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as Town's personnel director; implements the Town personnel policies and procedures established by the Board; advises Selectmen on personnel matters and enforcement of personnel policies of the Town; attends to training needs of employees; recommends policy revision and advises the Selectmen as required.
- Oversees the operations of the Town Office and Selectmen's Office
- Oversees and coordinates the daily administrative functions of the Office of the Selectmen; serves as liaison between the Selectmen and any Town Committee and/or Department; insures implementation of the Board of Selectmen's directives; conducts Department Head/Staff meetings on a regular basis; assures that all of the Town offices are accessible during normal hours of operation; develops timetable for Town programs and services; coordinates the preparation of agreements, easements, rights-of-ways and land for town use; whenever possible delegates to and utilizes support staff.
- Monitors all legal matters, communicating with Town Counsel, NHMA and insurance company attorneys for compliance, litigation, potential exposure and resolution.
- Prepares and updates plans and annual reporting i.e. Hazard Mitigation Plan, Emergency Management Plan, Continuity of Operations Plan, Emergency Action Plan, Town Safety Plan (JLMC) and Stormwater Management (MS4).
- Coordinates and consolidates preparation of the Town budget and oversees its daily administration; tracks expenditures and revenue trends and reports to the Selectmen any potential problems; prepares the Selectmen's budget.
- Responsible for coordination of the annual Town Report preparation; prepares State (DRA) financial documentation; prepares Town Warrant articles and submits all other required Town, County, State and Federal forms, reports or documentation.
- Works in cooperation with Department Heads in the development of specifications, development of requests for proposals, advertising, legal obligations, insurance coverage, construction oversight and coordination of activities with other public agencies; manages all purchasing activity including the review of all purchase requisitions, drafting of specifications and the evaluation of proposals received, within Selectmen adopted guidelines; monitors department budgets to avoid any over-expenditure, monitors and is responsible for town Debit Card.
- Monitors the availability, requirements and application procedures of the State and/or Federal grants; administers grant-funded programs.
- Attends all Selectmen's meetings; prepares the agenda and gathers pertinent supporting data; arranges meetings at the request of the Selectmen; advises the Board of Selectmen in all municipal areas.
- Assists the Board of Selectmen in managing financial affairs of the Town; implements audit recommendations; oversees the assessment process, land records, and deviation trends; manages insurance programs.
- Represents the Board of Selectmen whenever requested; monitors the activities of Committees appointed by the Selectmen; prepares press releases and reports as required, deals with the media as required by the Board; attends public hearings and meetings as required by the Board.

- Serves as the contact person for municipal government inquiries that are directed to the Board of Selectmen; answers public inquiries and complaints as necessary; works harmoniously with elected and appointed Town officials, public agencies and their staffs, the media and private organizations.
- Prepares reports for, and/or meets with, in support of the Board of Selectmen, outside agencies at the Federal, State, and Local level, such as: the Department of Revenue Administration (DRA), the Department of Environmental Services, the Community Emergency Response Team (CERT), the Local Government Center (LGC), the Rockingham Community Action Program, etc.
- Prepares and submits Administrative Assistant reports to the Board of Selectmen and to the public.
- Responsible for the implementation and management/maintenance of the Town's Website.

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**SUPERVISORY CONTROLS:** The Board of Selectmen assign work in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES:** Guidelines include department policies and procedures, federal employment guidelines, federal and state laws and Town ordinances. This position develops department guidelines. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

**COMPLEXITY:** The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

**SCOPE AND EFFECT:** The work involves planning, developing and carrying out vital administrative programs. The programs are essential to the missions of the town or affect large numbers of people on a long-term or continuing basis.

**PERSONAL CONTACTS:** Contacts are typically with department personnel, other Town employees, elected officials, judges, attorneys, school administrators, clergy, business owners and citizens. The personal contacts are with individuals or groups from outside the Town in a moderately unstructured setting, i.e., the contacts are not established on a routine basis; the purpose and extent of each contact is different, and the role and authority of each party is identified and developed during the course of the contact.

**PURPOSE OF CONTACTS:** The purpose is to justify, defend, negotiate or settle matters involving significant or controversial issues. Work at this level usually involves active participation in conferences, meetings, hearings or presentations involving problems or issues of considerable consequence or importance. The persons contacted typically have diverse viewpoints, goals or objectives requiring the employee to achieve a common understanding of the problem and a satisfactory solution by convincing them, arriving at compromise or developing suitable alternatives.

**PHYSICAL DEMANDS:** 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 essential functions. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms, speak, see and hear. Employee must occasionally lift/move up to 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is primarily performed in office setting. Attendance at night meetings is required. Some travel to offsite locations may be required. Maybe exposed to stress due to public service.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Knowledge and level of competency commonly associated with a Bachelor's degree in business, finance, governmental affairs or related field.
- Sufficient experience to understand the principles relevant to the major duties of the position, usually associated with three to five years of administrative experience, preferably in a municipal setting, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

### **Knowledge, Skills and Abilities**

- Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel engaged in preparing comprehensive research studies, analyzing problems, preparing technical reports and formulating recommendations.
- Ability to delegate responsibility.
- Ability to speak, listen, write and communicate effectively.
- Ability to establish and maintain effective working relationships with the employees, officials and the public.
- Ability to deal with public relations problems courteously and tactfully.
- Ability to re-direct and de-escalate emotional or volatile situations.
- Knowledge of financial reporting and bookkeeping practices.
- Knowledge of state statutes dealing with town administration.
- Skill in personnel administration functions such as hiring, firing, promoting, training, etc.
- Strong familiarity with town office administrative procedures.

## **LICENSING AND CERTIFICATION**

None.

## **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone and other general office equipment.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**