



Job Description

Position: Administrative Services Coordinator
Primary Location: Town Hall
Employment Status: Full-time, Hourly, Non-Exempt
Reports To: Town Administrator
Description Updated On: 8/26/2021

Summary/Objective

The Administrative Services Coordinator provides a wide range of clerical and administrative duties in accordance with established department policies and operating procedures.

Essential Functions

- Performs a range of administrative and clerical services including but not limited to answering the telephone, preparing and processing warrants and payroll, journal entries, updating files, typing correspondence, and by furnishing a variety of information regarding the parking ticket program and the Registry of Motor Vehicles as well as department operating procedures and policies; maintaining department records and files; reconciliation of all budget accounts.
- Collects and processes payments received in the office and by mail for parking tickets; prepares cash reports for amounts collected and reconciles cash received and amounts due; posts amounts received to accounts and maintains records of receipts.
- Serves as Hearings Officer. Gathers necessary information and advises petitioners of decision.
- Maintains an inventory of department supplies and orders replacements as necessary.
- Maintains vacation, sick and personal leave record keeping for all employees under the jurisdiction of the Select Board.
- Coordinates individual projects under the general supervision of the Town Administrator.
- Updates the Traffic Rules and Orders.
- Maintains town wide Motor Vehicle Inventory
- Prepares Town Report.
- Collects and record all monies received into the office, and prepares deposits to be submitted to the Town Treasurer.

Required Qualifications, Education, and Experience

- Must have a High School Diploma or equivalent, a minimum of one (1) year of prior office experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities

- Thorough knowledge of office procedures and practices as well as office terminology and the effective utilization of office equipment. Knowledge of department office procedures and Town government functions; knowledge of technology including but not limited to office software (word processing and spread

sheet applications) and use of the internet and email systems in support of department operations. Knowledge of state and local laws and/or regulations pertaining to the parking ticket program.

- Proficient customer service skills; proficient written and oral communication skills, good common sense. Proficient data processing and personal computer keyboarding skills.
- Ability to work independently and be self-motivated. Ability to establish and maintain effective working relationships with employees of the Town and to deal effectively with disgruntled members of the public; ability to maintain highly sensitive and confidential information. Ability to manage multiple tasks in detailed, timely and effective manner as well as to receive directions from a variety of sources. Ability to take initiative in responding to various requests for information or in response to a wide range of issues impacting the Town Administrator, Select Board and municipal services; ability to organize department records and to effectively use database management and office software (spread sheet and word processing applications).

Physical and Mental Job Requirements

- **Physical Skills:** Little or no physical demands are required to perform the essential functions of the position. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books, office equipment, and computer paper.
- **Motor Skills:** Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, word processing, pushing, pulling, or lifting office equipment, and sorting and/or of papers.
- **Visual Skills:** Position requires the employee to constantly read documents, reports, and personal computer screens for understanding and analytical purposes. The employee is rarely required to determine color differences.
- **Mental requirements:**
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Communicate and exchange routine/basic information
 - Communicate and explain a variety of information
 - Memorization/concentration
 - Learning/knowledge retention
 - Emotional/behavioral self-regulation
 - Interacting with others

Work Environment

- The functions of this role are conducted in an office environment.

Hours of Work

- This role is paid on an hourly basis.
- Typically, full-time hourly employees work 35 hours during a Monday through Friday workweek.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Hiring Manager _____ Date _____