

Town Administrator Assistant Position Duties:

Hours: 8 - 10 per week

Pay rate per hour: \$14.00

Duties include:

Attend Selectboard meeting and prepare minutes thereof. Post draft minutes on the website per the Open Meeting Law, within five calendar days.

At meetings, provide the Selectboard with documents for signatures or approval; provide them with any reports & communication, announcements.

Follow up with decisions made by the Selectboard at their meetings.

Prepare requests for overload permits; road cuts; and curb cuts for Selectboard approval and mail out once they have been approved.

Complete online registration renewals for highway and fire department vehicles.

Distribute insurance cards for town/fire department vehicles (January).

Prepare the meeting Agenda for Chair's approval / Warn Selectboard meetings. Post agendas/warnings.

Process appeals as dictated by zoning regulations to Environmental Court.

Website oversight. Approval of warning for all public hearings; update web information with town department leads twice per year for accuracy/changes.