

TOWN OF DANVILLE

Assistant to the Selectboard

Any powers held by the administrative assistant are derived from the Selectboard, and are specifically delegated by the Board to him/her. The purpose of the administrative assistant position is to render the Selectboard more effective in its governance, essentially by acting as its eyes and hands in the day-to-day functioning of town government. The areas of job responsibility are, therefore, somewhat fluid, and may vary a bit over time as the needs of the Selectboard changes. In general they include, but are not necessarily limited to, the following:

- 1) To carry out and implement decisions of the Selectboard.
- 2) Prepare agendas for Selectboard meetings 5 business days before each scheduled meeting. Gather and present reports and information to Board necessary for its decision-making and to keep the Board well-informed. Publish draft minutes of Selectboard meetings within 5 days of each meeting and publish and file final minutes within 3 days of Board approval.
- 3) Keep Board members updated on issues of concern as needed between regular meetings.
- 4) Write grants and raise money for town projects as requested by the Selectboard.
- 5) Maintain office hours, take phone calls, hear concerns and complaints of townspeople, do minor problem solving and apprise Selectboard of such actions.
- 6) Maintain good records of town business conducted by Selectboard or administrative assistant.
- 7) On behalf of town, maintain contact and communication with state and federal agencies which facilitate planning and execution of projects.
- 8) Assist the Board in the resolution of minor conflicts or other issues between townspeople and the town as authorized by Selectboard.
- 9) Assist the Town Clerk, Road Foreman and Selectboard in the development of the annual town budgets, monitor expenditures versus the approved budget on a monthly basis and advise the Board of any potential shortfalls.
- 10) Assist the Road Foreman and Selectboard in the planning of major road and bridge projects.
- 11) Assist in the development of a management plan for town property
- 12) Develop and submit for Selectboard approval, as appropriate, an annual or multi-year maintenance plan for all town facilities, including buildings and land.
- 13) Follow the activities of all Town Committees, Boards and officials for which the Selectboard is ultimately responsible and keep the Selectboard well informed of their activities as well as any perceived issues that should be brought to the attention of the Selectboard. Arrange for semi-annual meetings of the Selectboard and such committees, boards and officials as appropriate.
- 14) Maintain and update the Town website as an accurate and timely reflection and repository of Board actions and relevant Town information.

- 15) Monitor the Waste Water Treatment Plant operation with Utility Partners as required with their implementation of the operational contract.**
- 16) Review town policies and ordinances, update and revise as necessary and write new ones for Selectboard approval.**
- 17) Other duties as assigned.**