



TOWN OF FOXBOROUGH
JOB POSTING NOTICE
Human Resources Department

2013 AUG 22 11:37
TOWN OF FOXBOROUGH

Position: Administrative Assistant	Department: Board of Selectmen
Manager: Executive Assistant to the Town Manager	Starting Salary: \$ 25.13
Posting Date: August 22, 2013	Close Date: Open until filled

Position Description: Administers procedures for licenses under jurisdiction of Board of Selectmen, reviewing applications for completeness, scheduling and posting hearings, preparing approvals for appropriate signatures and issuing approved licenses; maintains records of all licenses issued by the Board; mails renewal reminders, receives fees and maintains accounting records. Must be knowledgeable about the rules and regulations for permit and licenses under the jurisdiction of the Board of Selectmen as the "Local Licensing Authority".

Sends notification to departments, boards, and support agencies regarding the collection of data to be submitted to the printer for the Annual Town Report.

Edits minutes from Board of Selectmen meetings; posts minutes in minute's book and posts minutes on the town website.

Maintains a record of all town committees and committee members, tracks and prepares appointment renewals to be submitted to the Board of Selectmen or Town Manager for approval. Tracks all hackie drivers licensed in Foxborough, sends renewal applications, collects renewal and registration fees, produce and laminate hackie licenses.

Performs similar or related work as required, directed or as situation dictates.

Education and Experience:

Associates Degree with Bachelor's Degree preferred; three plus years of office experience; municipal experience preferred; or any equivalent combination of education and experience.

Special Requirements:

Must be proficient in MS Office, ACCESS, Internet, MUNIS, and other computer software skills.

Ability to work independently and prioritize tasks to meet deadlines; ability to interact appropriately with town employees, town officials, and the general public; ability to work with numbers and detail.

Superior administrative and secretarial skills. Expertise and skill in utilizing personal computers; written and oral communication skills; organizational skills and interpersonal skills.

Apply

Please submit Cover Letter, Application and Resume to the Human Resource Director, Foxborough Town Hall, 40 South Street, Foxborough, MA 02035 or jobs@town.foxborough.ma.us.

The Town of Foxborough is an Equal Opportunity Employer & Affirmative Action employer.