

**Town of Natick
Job Description**

Position Title:	Special Assistant to Director of Community Services	Grade Level:	2
Department	Community Services	FLSA Status	Exempt
Reports to:	Director of Community Services		

Statement of Duties: The position of Special Assistant will provide administrative and programmatic support to the Director of Community Services and/or designees with a focus on communications, facility rentals, and special projects.

Supervision Required: The employee works under the Director of Community Services.

Supervisory Responsibility: The employee is not responsible for the supervision of any employees.

Accountability: Incumbent is responsible for ensuring her/his work is accurate, complete, error free and reflective of best practices.

Judgment: Position exercises independent judgment in the performance of her/his duties and provides advice and support to others in the department on matters pertaining to communications, special projects and the like.

Complexity: Incumbent performs work of a highly complex and specialized nature unique to the position, and in this way must serve as the organizational expert on such matters.

Confidentiality: Position will be exposed to limited amounts of confidential information.

Work Environment: Work is performed in an office environment. Majority of work is performed in a busy work environment, with constant interruptions. Must be able to operate computers, printers, video display terminal, scanner, calculator, telephone, copier, and other related office equipment.

Nature and Purpose of Contacts: Position will be responsible for frequent contact with residents, municipal departments, community agencies, via Internet, email, in person and by telephone requiring considerable patience and courtesy.

Occupational Risks: Duties generally do not present occupational risk. However, if an employee fails to properly follow safety precautions and procedures, it could result in a minor injury.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not

Community Services Department
Special Assistant to the Director of Community Services
3/5/15

Town of Natick Job Description

exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Prepare, manage, monitor and coordinate department communications, presentations, marketing materials, social media resources, and/or publications as assigned.
- Oversee and manage facility rentals. Such duties will include receiving and responding to inquiries, coordination and communication with internal and external stakeholders, database management, scheduling, marketing and problem solving.
- Contribute to the successful management of special projects as assigned.
- Liaison with external and internal stakeholders.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's Degree in relevant field.
- Minimum of three (3) years experience in related capacity.
- High level of proficiency in standard applications (Word, Excel, Access, Outlook), as well as, specific literacy in desktop publishing and social media management.
- Experience in and comfort with interacting with the public.
- Project management experience.
- Highly organized, detail oriented, and ability to work independently.
- Graphic Design experience essential

Knowledge, Abilities and Skill

Knowledge:

- Literacy in current desktop graphic design software and related knowledge of graphic design principles.
- Demonstrable knowledge of social media / on line communication strategies.

Town of Natick Job Description

Abilities:

- Ability to manage multiple projects simultaneously and to meet hard deadlines as required.
- Ability to easily collaborate with others both within and without government.

Skill:

- Excellent networking, organizational, problem solving and creative skills to meet the needs and demands of the department.

Physical and Mental Requirements

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 position's essential functions.

Physical Skills:

- Tasks require the ability to exert light physical effort in sedentary to light work.
- May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight not to exceed 25 pounds.
- Tasks may involve extended periods of time at a keyboard, as well as the ability to communicate information to the general public.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.