

**Town of Natick
Job Description**

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

Statement of Duties: Provide personal administrative support and assistance to the Director of Facilities Management.

Supervision Required: The employee works under the Director of Facilities Management.

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

Accountability: The employee is accountable for the operation of A/P, payroll and employee accruals

Judgment: Employee must show strong judgment in dealing with payroll, accounts payable and employee accruals information

Complexity: Employee deals with highly complex and voluminous data

Confidentiality: Employee must be very tactful with employee information and information regarding publically bid work

Work Environment: The employee works in a small office setting

Nature and Purpose of Contacts: Position interacts with coworkers, public and external contacts. More of than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or uncooperative individuals.

Occupational Risks: Minimal exposure to occupational risks.

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

- File and retrieve documents and reference materials
- Prepare and edit correspondence, communications, presentations and other documents

Town of Natick Job Description

- Conduct research, assemble and analyze data to prepare reports and documents
- Design and maintain databases
- Arrange and coordinate meetings and events
- Record, transcribe and distribute minutes of meetings
- Monitor, respond to and distribute incoming communications
- Answer and manage incoming calls
- Receive and interact with incoming visitors
- Liaise with internal staff at all levels
- Interact with external clients
- Co-ordinate project-based work
- Review operating practices and implement improvements where necessary
- Train lower level staff
- Payroll Administration
- Building Rentals administration
- Preparation of bimonthly payroll
- Processing and tracking of accounts payable
- Processing and tracking of employee accruals
- Tracks energy consumption in school buildings
- Acts as Facilities Management dept's representative on assigned committees

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.

**Town of Natick
Job Description**

- Bachelor's Degree

Special Requirements:

- Ability to work in fast paced office environment

Knowledge, Abilities and Skill

Knowledge:

- Knowledge of standard office administrative practices and procedures

Abilities:

- Judgment and decision-making ability

Skill:

- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- Organizational and planning skills
- Communication skills
- Information gathering and information monitoring skills
- Problem analysis and problem solving skills
- Initiative
- Confidentiality
- Attention to detail and accuracy
- Flexibility

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.

Town of Natick Job Description

Physical Skills:

- There is little or no physical demand needed. The ability is required to lift up to 30 pounds.

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.