

## **TOWN OF EAST MONTPELIER**

### **JOB DESCRIPTION: MUNICIPAL COORDINATOR**

**Summary of Position:** The Municipal Coordinator supports the town office and public works team. This position is a key role requiring excellent customer service skills. Daily tasks include responding to customer inquiries, organizing mail, ordering of office supplies, office management, IT support, zoning permit data entry, maintaining official municipal records, issuing various licenses and documents, supporting elections, accounts payable entry and check processing.

The Municipal Coordinator is a full-time nonexempt position. Compensation to be determined based upon qualifications and experience.

**Appointment and Supervision:** The Municipal Coordinator reports directly to the Town Administrator and supports the Town Administrator, Town Clerk, Town Treasurer and Zoning Administrator. The position is appointed and may be removed by the Selectboard. The Municipal Coordinator is subject to the Town's Personnel Policy.

**Primary Duties and Responsibilities:**

- Provide administrative support to Town Administrator, Town Treasurer, Town Clerk and Zoning Administrator.
- Greet and welcome the public, including in-person and via phone, with an emphasis on excellent customer service.
- To be appointed as Assistant Town Clerk and will act as Town Clerk in Town Clerk's absence.
- To be appointed as Assistant Town Treasurer.
- Complete certification and perform notary duties.
- Issue a variety of licenses, permits and certificates (birth, marriage, death, dog, posted land, green mountain passport), keeping an accurate accounting of all filing and recording fees received at the town office.
- Handles cash daily. Daily reconciliation of cash drawer required.
- A valid driver's license and reliable transportation are required as duties include local travel to pick up/drop off mail for the town office and deliver deposits to the bank.
- Distribute mail to town staff, including date stamping mail when received.
- Manage and maintain a variety of municipal documents and records.
- Monitor, order and maintain inventory of office supplies.
- Liaison to service companies supporting the town office (cleaning, bottled water, copier, etc.).
- Process permit applications including data entry of zoning and excess weight permits. This includes the scanning of the final permit packages.
- Invoice processing includes obtaining approvals, data entry into the financial system, processing of checks, filing of hard copies and organization of digital scans.
- Preparing accounts payable warrant for Selectboard approvals and printing checks.
- Scanning and online management of documents including zoning, financial, official records.
- Help and support third parties researching land records.

- Support elections including check-in absentee/early ballots, act as deputy presiding officer at all elections and assist in all election related processes.
- Assist in management of land records.
- Assist in compiling and copying documents for committee and board meetings.
- Assist in maintaining town office technology.
- Other duties as assigned.

### **Recommended Minimum Qualifications**

#### **Education and Experience:**

- High School Diploma/GED with two years of experience in office administration or other work-related areas OR
- Associates Degree
- Knowledge of municipal government and relevant statutes is helpful.
- Highly proficient computer skills including all Microsoft Office based products. Experience with NEMRC system (New England Municipal Resource Center) a plus.
- Strong research, analytics, and presentation skills for communication to team.
- Detailed record keeping required, electronically, and manually.
- Combinations of the above qualifications or other qualifications may be acceptable as determined by the Selectboard.

#### **Knowledge and Skills:**

- Knowledge of municipal board and committee systems.
- Knowledge of office administration, management, and bookkeeping procedures.
- Excellent interpersonal skills and team building skills.
- Strong analytical and problem-solving skills.
- Highly effective verbal, listening, and communication skills.
- Superior organizational skills with attention to detail and a high level of accuracy.

#### **Other:**

- Strong work ethic with ability to multi-task and work in a team-oriented environment.
- Ability to function under pressure in a busy, open-traffic area with frequent interruptions.
- Excellent organizational skills and written and verbal communication skills.
- Ability to successfully manage multiple tasks and responsibilities.

***The above information is intended to describe the general nature of the Municipal Coordinator and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, with or without notice, at any time. This job description is neither an employment contract nor a promise of work for any specific length of time.***

***The Town of East Montpelier is an Equal Employment Opportunity employer.***