



Town of Hollis Full-Time Receptionist Position Opening

The Town of Hollis has an immediate opening for a Full-Time Receptionist position for 35 hours per week. This position provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for scheduling town facilities, answering incoming calls, directing calls to appropriate departments, mail distribution, flow of correspondence, requisition of supplies as well as providing clerical assistance to the Town Administrator and Board of Selectmen. Attendance may be required for evening meetings. The successful applicant must be well-organized, professional and possess a positive work attitude. Knowledge of Microsoft operating systems is required. Position requires a high school diploma or equivalent, plus three years progressively responsible secretarial experience. Competitive salary and benefit package DOQ/DOE. For details on the position visit www.hollisnh.org. Please send a cover letter and résumé to Kimberly Galipeau, Town Administrator by email at administration@hollisnh.org or by mail to 7 Monument Square, Hollis, NH 03049. Resumes received by June 15, 2018 will receive primary consideration.

TOWN OF HOLLIS

Receptionist

JOB SUMMARY

Provides general office support with a variety of clerical activities and related tasks. The receptionist will be responsible for scheduling town facilities, answering incoming calls, directing calls to appropriate departments, mail distribution, flow of correspondence, requisition of supplies as well as providing clerical assistance to the Town Administrator and Board of Selectmen.

COMPENSATION AND HOURS

Full time position (35hrs) assigned to Grade XII on the non-union wage schedule. Attendance may be required for evening meetings and hearings and other meetings as assigned or requested. Position is classified as non-exempt in accordance with overtime provisions of the Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED

Works under direct supervision of the Town Administrator, who outlines policy, assigns duties and evaluates work in terms of effectiveness and conformance with laws, policies and rules. Position is expected to perform assigned work on own initiative with a high degree of independence and accuracy. Position shall participate in cross training with other employees and departments.

SUPERVISION EXERCISED

None.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position)

1. Greets visitors to the Town Hall, receives and redirects Town Hall incoming telephone calls and inquires. Receives, sorts and routes town office administrative communications including mail, and email. Researches and responds to Town Administrator, Selectmen and citizens questions.
2. Administers and processes use applications for Town Hall, Lawrence Barn Community Center and other town properties. Maintains online calendar.
3. Prepares and maintains appointment papers for all Selectmen appointments to boards and committees and continuously maintains current listing of board and committee members and vacancies. Assists Town Administrator / Selectmen with recruitment and recognition of volunteer board and committee members.
4. Provides direction and assistance to the public's general questions concerning all town departments including the building department, planning department, tax office and assessing department.
5. Assists with the daily administrative functions of the Town Administrator / Selectmen Office by handling numerous projects simultaneously that are broad in scope including but not limited to confidential personnel files and legal matters.
6. Coordinates purchasing activities for Town Hall building, copier and office supplies.
7. Plans, organizes and prepares the Annual Town Report, including gathering and compiling report information, reviewing and proofing submitted departmental reports, and editing report prior to printing.

TOWN OF HOLLIS

Receptionist

8. Organizes and files reports, meeting minutes and other historical / archival information in Town Library.
9. Prepares a variety of correspondence, reports, spreadsheets, databases, and memoranda and establishes and maintains file system for the Town Administrator / Selectmen Office including confidential personnel files.
10. Attends evening meetings to record minutes for other boards and committees due to staff vacancies, as required.
11. Coordinates special events and projects, as assigned or required.
12. Performs additional functions and responsibilities as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Effective telephone skills and positive personal demeanor under all circumstances. Hands on computer skills using MS-Word, Excel, and Access operating in a Windows environment, or as updated. Possess excellent written and verbal communication skills; ability to maintain general and electronic files and maintain confidentiality at all times; knowledge of labor law and rules; ability to plan, organize and carry out administrative and personnel projects. Knowledge of secretarial practices and procedures; knowledge of general Town operations and organization; ability to maintain administrative, fiscal, and general records; ability to be detail oriented, work well under pressure, and to maintain professionalism and confidentiality at all times; ability to maintain effective working relationships with high level officials, department heads, employees and the general public and to deal with the public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS REQUIRED

High school diploma or equivalent with coursework in secretarial skills, plus three years progressively responsible secretarial experience; OR any equivalent combination of education and experience that demonstrate the possession of the required knowledge, skills, and abilities.

PHYSICAL EXERTION AND ENVIRONMENTAL CONDITIONS

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extensive periods of time, stand frequently, use hands to finger, handle and feel objects or controls, reach with hands and arms, bend, lift and/or move 25 pounds or less. (The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

POSITION HISTORY

Approved 7/9/01

Amended 8/19/03, 1/24/05, 5/14/18