

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
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**** EXTERNAL JOB POSTING ****

Title:	Administrative Assistant	Classification:	Non-Union; Non-Benefited
Department:	Finance Committee	Grade: Stipend	\$2,976.00 (\$1,488.00 Paid biannually December & June)
Reports to:	Chairman	Effective Date:	July 7, 2022

GENERAL SUMMARY

The Administrative Assistant reports to the Chairperson of the Finance Committee and is responsible for preparing meeting agendas, taking minutes during meetings, preparing other correspondence as needed and other clerical work pertaining to the Committee's function.

KEY RESPONSIBILITIES

(The essential functions listed below are intended only as examples 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.)

- Receive and maintain correspondence for the Finance Committee from residents, Town departments, etc., through mail and/or email.
- Prepare annual schedule of all Finance Committee monthly meetings; reserve meeting rooms; inform all Committee members of same; and prepare and post meeting Agendas with the Town Clerk.
- Attend all Finance Committee meetings; follow proceedings; accurately take and transcribe meeting minutes on a timely basis and post once transcribed.
- Prepare and mail other correspondence related to Finance Committee matters as directed by the Chairperson.
- Prepare and process Administrative Assistance's payroll.
- Collaborate with Town Accountant to assist with requests from Board Members.
- Maintain the Finance Committee's files.

MINIMUM QUALIFICATIONS

Qualified applicants must have a high school diploma or equivalent and 3 - 5 years of related work experience or equivalent work experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Must be proficient in Microsoft Office suite; must be familiar with standard office procedures and equipment; must possess excellent organizational skills as well as be able to pay attention to details, maintain strict confidentiality when handling sensitive information and be a self-starter. Additionally, Candidate must be able to work when Finance Committee meets, typically on the third Wednesday of every month (with exception of July and August), starting at 6:00 pm at the Town Hall. Regular and punctual attendance is a requirement of the position as there is no back up.

SUBMISSION DEADLINE

Interested candidates should submit a **resume and cover letter** via email to HRJobs@ludlow.ma.us. Qualified applicants will be called for an interview; all applicants will be notified when the position is filled. Applications are not held on file.