



# TOWN OF TEWKSBURY

TOWN HALL  
1009 MAIN ST  
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488  
FAX (978) 640-4302

## JOB POSTING

POSITION AVAILABLE: Executive Secretary (Public Library)

QUALIFICATIONS: Candidate for this position should have an Associates Degree in Business Sciences or equivalent and three (3) to five (5) years experience in an advanced secretarial position dealing with the public, or an equivalent and relevant combination of education and experience.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: \$43,196 – 59,555

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: April 13, 2015  
To: May 1, 2015

TYPE OF POSTING: Open

Applications may be obtained online at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov) or at the Human Resources office at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

# **EXECUTIVE SECRETARY - PUBLIC LIBRARY**

## **(37.5 HOURS PER WEEK)**

### **SUMMARY:**

Position provides highly responsible senior level administrative and secretarial services to the Library Director. Individual maintains confidential departmental information, receives telephone calls and visitors, develops office procedures, maintains filing systems, maintains weekly work schedule for Library, prepares payroll, budgets and reports, prepares a variety of correspondence, sets up meetings, schedules and coordinates appointments, and gathers, duplicates and distributes information as necessary.

### **SUPERVISION RECEIVED:**

The Executive Secretary works under the direction of the Library Director or his/her designee.

### **SUPERVISION EXERCISED:**

None noted

### **QUALIFICATIONS:**

Candidate for this position should have an Associates Degree in Business Sciences or equivalent and three (3) to five (5) years experience in an advanced secretarial position dealing with the public, or an equivalent and relevant combination of education and experience.

#### Required Skill, Knowledge and Abilities

- Must have the ability and skill to deal with the public tactfully and effectively.
- Must have a working knowledge of the Town's Bylaws and Town Charter.
- Must have knowledge of the operations of town government and municipal law, state licensing laws, and civil service laws and requirements.
- Must have working knowledge of the basic principles and practices of office management.
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- Must have the ability to work independently with minimal supervision.
- Must have considerable skill in shorthand, speedwriting, and the use of a recording device.
- Must be able to use personal computers, computer equipment, standard office equipment, and office software programs.

#### Essential Requirements

- Must be able to work under moderate noise level.
- Must be capable of working with interruption.
- Must have a high degree of manual dexterity.
- Must be able to lift, handle, and manipulate on occasion at least 60 lbs. normally less.
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.

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- Must have good vision to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).
- Must be able to sit for long periods of time.

#### **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Prepare and process Department Head's and/or managerial staff's records, letters, memoranda, and correspondence of a public and a confidential nature.
2. Maintain filing systems for the department, including personnel records, licensing and permitting, and confidential matters.
3. Schedule meetings, appointments, and forward follow up correspondence to attendees relative to these events.
4. Receive and process inquiries and complaints received, resolving as necessary, or routing to appropriate personnel for resolution.
5. Schedule staffing throughout the Library.
6. Assist managerial staff in the preparation, advertisement, receipt, and review of Requests for Proposals, Request for Quotations, and Invitations to Bid, prepare contract documents and ensure appropriate approvals by the Town Manager, Town Counsel, and the contractor.
7. Assist managerial staff in the preparation of collective bargaining agreements and amendments and ensure appropriate approvals by the Town Manager and union officials.
8. Attend Board of Trustee regular and executive session meetings, transcribing, recording, and filing minutes.
9. Prepare and/or provide backup to the preparation of the department's payroll, maintaining and reporting leave.
10. Perform special projects as assigned by department managerial staff.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE LIBRARY DEPARTMENT.