



**NOTICE OF VACANCY  
February 10, 2016**

**POSITION: Administrative Assistant - Communication Outreach**

**DEPARTMENT: Planning Board**

**SALARY: M4 \$46,407 - \$55,464**

**HOURS: Monday – Friday 8:30am to 5:00pm**

Statement of Duties: The Administrative Assistant - Communications Outreach serves as a communication outreach specialist and financial management assistant for the Planning Board and the Public Information Officer. The primary function of this position is to develop, assist, and execute website development, financial account management (including: budgeting, payroll, accounts payable and receivable, account management, and other associated financial accounts related to project review), in addition to acting as a communications and information liaison for the Town through various communication outlets to diverse audiences.

Essential Functions:

*The essential functions and/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, and/or a logical assignment to the position.*

- Participates in special projects and other duties as assigned by the Planning Board Administrator
- Assists in the publication, website development, and communication management of Planning Board information
- Maintains the Planning Board's electronic project tracking system
- Manages Planning Board financial records, including but not limited to payroll, assisting with budget preparation, accounts payable and receivables, monitoring bond, consultant, and mitigation accounts
- Serves as a communication liaison for the Technical Review Team, producing meeting reports for applicants
- Maintains the Development Handbook website and schedules meeting coordination
- Provides assistance to the integrated communications strategy for the Town incorporating website development, podcasts, media broadcasts, written materials, social media trends
- Coordinates publicity for town wide planning and development press conferences and press releases
- Assists with the creation of in-depth, multi-media productions to highlight the Town's planning and economic development activities through website development, television, and social media
- Maintains contact with external public relations representatives to promote Framingham as a premier location to live, work, and play.

## Recommended Minimum Qualifications:

### Education and Experience:

- Bachelor's degree or an Associate's degree with 2 years of equivalent experience is required
- Experience in financial management with some knowledge of office administration is prerequisite
- Experience in marketing, public relations, and/or other communication management required

### Special Requirements:

- Microsoft Office, Adobe Editor, Adobe Photoshop, Munis, ACCELA, Facebook, Twitter, GooglePlus, Hootsuite, etc.

## Knowledge, Abilities and Skill

Knowledge: Must possess knowledge of common policies, practices, and procedures of department and office operations. Some knowledge of laws and regulations pertinent to position functions within a municipal government.

Skills: Proficient verbal and written communication skills; Excellent interpersonal and customer service skills; computer, mathematical, recordkeeping, and clerical skills are required.

Abilities: Ability to interact effectively and appropriately within a fast paced municipal environment. Must be able to work independently with little supervision as well as multitask.

## 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.*

Physical Demands: Little or no physical demands are required to perform the work. Work effort is typical of a municipal office setting.

Supervisory Responsibility: No supervisory role is involved with this position.

Confidentiality: Confidentiality is of the utmost importance. In accordance with the State Public Records Law, employee must protect confidential information of the department that she/he has such as law suits, client, and department records.

Accountability: The employee shall be held accountable for the consequences of errors, missed deadlines, and/or poor judgment.

Judgment: The employee must exercise good judgment as appropriate to apply the most pertinent practice, procedure, regulation, and/or guideline relative to job requirement.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines.

Work Environment: The employee performs work in an office setting subject to frequent interruptions. On occasion the employee may be required to work beyond normal business hours.

Occupational Risk: Risk exposure is similar to that found in a typical office setting.

Supervision Required: The employee carries out regular work under the supervision of the Planning Board Administrator.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**