

Selectboard Assistant—Description

Grants

- Tracking and managing awards
 - Review of Possibilities: incoming email from state and federal agencies, RRPC, and other possible funders or passthroughs. Review with Board Chair over which to pursue, and what information would be needed to apply.
 - Applications: maintaining common data (SAM Unique Identity, EIN, various logins and passwords used for single or multiple agencies), working with the Board Chair to prepare applications, submitting applications by deadlines.
 - Awards: tracking grant ID numbers and award amounts, tracking reporting requirements and schedule, tracking payments against each grant, tracking in-kind or matching contributions by the Town, submitting interim and final reports as required.

Service and Employment Contracts

- Preparing RFPs for town services or projects, or job descriptions for Town employment, as requested by the Board
- Distributing RFPs and job postings in public venues as required by law
- Notify proposing candidates of Board decision
- Managing contractor relations
 - Obtaining fully signed contracts
 - Obtaining completed Federal and State paperwork
 - For contractors, obtaining a non-employee work agreement, a Liability Hold Harmless agreement, a current valid Certificate of Insurance naming the Town as an additional insured
- Managing employee recordkeeping
 - Ensuring that employees have the Town Policy Handbook
 - Obtaining completed W-4 and compensation agreement
 - Orientation to timesheets as applicable
 - Enrollment in retirement and health plans as applicable
 - Annual response to VLCT Compensation survey

Financial Support

- Reconciliation of vendor accounts-payable statements against individual invoices to ensure correct payable amount

- Coding of invoices to match accounting lines for accurate recording against budget
- Hold the Town's credit card, monitor its use, and reconcile monthly statements

General Board Support

- Distribute the board packet three days prior to each regular meeting
- Manage Town's remote-meeting software
- Review the Selectboard correspondence folder after each meeting
- Copy and mail/email any paperwork the Board has completed:
 - contracts
 - overweight permits
 - service request forms
 - other permits
 - general correspondence
- File copies of completed correspondence in the appropriate location
- General reporting with State and Federal agencies as needed