



# Job Title

Town of Boxborough, MA

## Position Purpose

Why does this position exist? What is the position responsible for?

## Supervision Scope:

Describe the extent breadth, and depth of direction, monitoring and review given to others.

## Supervision Received:

Describe the nature of the instructions, directions, control and/or monitoring given to an individual in this position.

## Supervision Given:

Does the person in this position supervise others? If so, describe:

- The type of supervision (functional, technical, direct, administrative, etc.)
- Accountability measured in terms of responsibility for specific results, operation costs and methods
- Responsibility for personnel actions (hiring, discipline, termination, orientation, training, developing policies and procedures
- Budget development and control through subordinates

## Job Environment

- Where is the job performed? Indoors, outdoors in an office environment?
- Is the position subject to variable weather conditions, hazards or other conditions that could impact the employee's ability to perform assigned tasks?

## Distinguishing Characteristics

- Broad overview of what distinguishes this position from others. Should not include a laundry list of tasks and activities.
- With whom does the position interact?
  - Other department heads
  - Residents/Parents/children
  - Committees, Boards or Commissions
  - Media
  - Government officials

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- How much judgment does the position exercise?
  - Is it technical?
  - Is there any interpretation of statutes, bylaws or codes?
- What are the consequences of errors of omission or commission?
- Does the employee have access to confidential information?
- To what degree does the employee solve problems?
- To what degree does the employee plan and organize his/her own work?

## Examples of Work

- Specific tasks required of the employee. Does not have to be exhaustive.
  - Screen incoming mail, calls and visitors
  - Answer questions or direct residents to appropriate Department Head or staff member
  - Prepare correspondence, memos, forms, reports, agendas, minutes
  - Prepare department payroll
  - Operates heavy equipment
  - Inspect work for quality/completion
- Performs other position related duties as required (Always include this catch-all)

## Recommended Minimum Qualifications

### Education, Training and Experience:

- High School
- Certification
- College degree
- Graduate degree
- Number of years of experience in a specific field
- Include this statement: "Any equivalent combination of education and experience".

### Special Requirements Examples:

- Valid Massachusetts drivers license
- Class B Massachusetts Commercial Driver's License

### Knowledge, Ability and Skills:

#### *Knowledge: (examples)*

- Office terminology, procedures and equipment
- Basic arithmetic and English skills
- Bookkeeping
- Library science
- Laws, rules and regulations

#### *Ability: (examples)*

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- Establish effective working relationships
- Communicate effectively
- Plan, organize and prioritize work
- Administer budgets

*Skills:* (examples)

- Verbal, written, interpersonal skills
- Customer service
- Adapt to changing technology
- Word processing, database, spreadsheet, power point presentation, other software applications
- Specialized equipment

*Physical Requirements:* (Examples)

- Standing, sitting, walking (never, occasionally, frequently, constantly)
- Lifting up to xx pounds (never, occasionally, frequently, constantly)
- Climbing, squatting, crawling (never, occasionally, frequently, constantly)
- Manipulating objects: tools, controls or other equipment
- Utilizing a computer or other stand office equipment

*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 essential functions.*

*The duties listed above are intended only as illustrations of the various types 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_

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