

TOWN OF DELMAR  
JOB DESCRIPTION

Job Title: Administrative Assistant/Human Resources Admin  
Department: Administration  
Reports To: Town Manager  
FLSA Status: Non-Exempt  
Prepared By: Town Manager  
Prepared Date: 09/21/2022

**OBJECTIVES:**

Under general direction and direct supervision of the Town Manager; serves as an Administrative Assistant to the Town Manager, prepares highly confidential correspondence, scheduling and other tasks as directed; manages all municipal personnel records, prepares and processes weekly payroll, monthly and quarterly state and federal reports, and manages all personnel benefits and services.

**JOB DUTIES:**

Specific job duties and responsibilities include, but are not limited to the following:

- 1) Provides clerical and administrative support to the Town Manager
- 2) Receives and screens visitors and calls and uses sound independent judgement when dealing with visitors, staff and members of the public
- 3) Researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for the Town Manager
- 4) Maintains all personnel related information/data to include but not limited to, payroll, attendance records, salaries and other personal information
- 5) Serves as the primary person who sources all vacancies and then screens application from a paper screen through the interview and then a formal job offer
- 6) Maintains all information as it relates to employee benefits, workers compensation and benefit plan design
- 7) Other duties as assigned

**EDUCATION AND LICENSING:**

High school diploma or general education degree (GED). Certification as a Municipal Clerk is a plus or obtaining this designation after employment within a year is required.

**JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:**

The ideal person will have 5 years of increasingly responsible office administrative, human resources or clerical experience. A combination of experience and education may also qualify the person. Experience in a municipal environment dealing with elected and appointed officials is highly desirable.

WORK CONDITIONS:

The work environment is generally in an office setting. Reasonable accommodation will be made available to enable individuals with any disability. There will be minimal times when this employee will need to visit an accident/work site.

PHYSICAL REQUIREMENTS:

The employee will be required to sit, walk and stand; talk and hear, both face to face and by telephone; use hands repetitively to operate standard office equipment; reach with hands and arms; and be able to lift up to 25 pounds.

RESPONSIBILITY & AUTHORITY:

Responsible for maintaining knowledge and skills necessary to perform work required. Position is subject to all other general personnel regulations and procedures of the Town of Delmar, including disciplinary policy and grievance procedures as outlined in the employee handbook. Attend training seminars relating to all job tasks as needed.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Town Manager.