Town of Washington
Job Description
Community Services Assistant

Job Title: Community Services Assistant

Reports to: First Selectman
Community Services Director
Parks & Rec Commission

Objective of the job
Provide support to the Community Services Director handle specific tasks as identified below, and to assist the public.

Essential Functions of the Job:

- Provide assistance to the public by answering questions and providing procedural information.
- Perform a variety of administrative functions as required by the Director
- Post/Update relevant information on the Town Website and social media, oversee transportation schedule
- Assist with coordinating the Town’s annual events, such as, Holiday in the Depot and Harvest Festival
- Assist other administrative assistants as needed
- Assist in setting up and running programs and events
- Inputs and updates information in databases and spreadsheets.

Knowledge, Skills and Abilities

- Ability to effectively, professionally and courteously communicate with the public
- Knowledge of word processing, Excel, QuickBooks and Outlook
- Strong organizational skills with the ability to multi-task
- Ability to operate a variety of office equipment
- Attention to detail and problem solving skills

Physical Demands
- Must be able to lift 40 lbs on a periodic basis.
- Standing for extending periods of time in seasonal elements. (i.e. Holiday in the Depot)
**Required Education and Experience**

- Minimum of a High School Diploma
- Administrative and secretarial experience

**Travel**

- Occasional travel in town may be required
- May attend out of town workshops as needed for training

**Supervises:**

- The position has no supervisory responsibilities

**Hours per week:** 15

This job description is not intended to be a comprehensive list of job responsibilities, nor does it cover or describe all job activities, duties, functions or responsibilities required by the Employee and shall not be construed as exhaustive. Activities, duties, functions and/or responsibilities may change as a result of changing needs of the Town, State or Federal Statutes and/or regulations or because of other matters as circumstances dictate.

March 2024