



## **JOB DESCRIPTION**

**Job Title:** Administrative Assistant

**Responsible to:** The Town Clerk

**Date Produced:** April 2022

**Standard Hours:** Up to 20 hours per week

### **JOB PURPOSE**

To provide a secretarial and administrative support service to the office.

To assist with the organisation/coordination of functions/events.

### **Key Areas of Responsibility**

#### **1. Customer Service**

- Helping members of the public who contact the Town Council.
- Dealing with general queries by phone or from visitors to the office.
- Dealing with routine enquiries and correspondence without reference.
- Monitoring the Town Council's general email account.

#### **2. Communication**

- Monitoring the Town Council's social media accounts: Facebook and Twitter.
- Contributing to the redesign of the Town Council's website, and updating the documentation on the website to support meetings, including archiving of previous documents.
- Publicising Town Council news and events, including updating the Events Calendar on the Town Council's website and Facebook page.
- Updating the Town Council noticeboards.

#### **3. Administrative Service**

- Regular communication with the Town Clerk and Deputy Clerk.
- Typing of letters/emails and dealing with correspondence.
- Maintaining a comprehensive filing system.
- Contributing to the preparation of the Bingley Town Council newsletter.
- Monitoring of Town Council grants.
- Booking venues for Full Council meetings.

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- Monitoring of policy review schedule.

#### **4. Green and Clean**

- To monitor and publicise the Town Council facilitated litter picks, including:
  - o Compilation of risk assessments;
  - o Maintenance of Green and Clean paperwork, including monitoring of Green and Clean Champions list;
  - o Communicating with Green and Clean Champions.
- Organisation of Green and Clean Forums.

#### **5. Purchasing**

- Purchasing stationery and other items as required.
- Source and purchase specific items under the direction of the Town Clerk.
- Monitor and replenish all stock items as required.

#### **6. Equipment**

- Providing information regarding equipment i.e. updates/replacement and keeping the Asset Register up to date.

#### **7. General**

- Assisting the Town Clerk in a variety of tasks.
- Assisting in the organisation of events and functions.
- Maintaining database of organisations and other contact names and numbers that are regularly needed.
- Attending training courses or seminars as required by the Town Council.
- Providing help and assistance to all Town Council personnel and Members.