



TOWN OF UXBRIDGE  
**HUMAN RESOURCES DEPARTMENT**  
**JOB POSTING**

21 SOUTH MAIN STREET  
UXBRIDGE, MASSACHUSETTS 01569  
508-278-8600 ext. 2021

**POSTED:** July 31, 2025  
**HOURS:** Full-Time (30-37.5 Hours)  
**CLASSIFICATION:** Administrative Assistant  
**GRADE:** B  
**DIVISION:** Town Manager/Select Board  
**REQUIREMENTS:** Per attached job description  
**SALARY RANGE:** \$23.46/hr. - \$27.00/hr.  
**ANTICIPATED START DATE:** August 18, 2025  
**APPOINTING AUTHORITY:** Town Manager

All interest, qualified candidates send cover letter, three professional references and the Town of Uxbridge application to Human Resources at 21 S. Main Street, Uxbridge, MA 01569 or email to [hr@uxbridge-ma.gov](mailto:hr@uxbridge-ma.gov). Review of applications will continue until position is filled.

Posted: Town Hall, Library, Fire Department, Police Department, Department of Public Works and Council on Aging.

*The Town of Uxbridge is an Equal Opportunity Employer*

**Administrative Assistant  
Office of the Town Manager / Select Board**

**DEFINITION**

The Administrative Assistant provides high-level administrative and project support to the Select Board, ensuring efficient operations, excellent communication, and compliance with applicable laws and procedures.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below 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.*

- Provide excellent customer service to internal and external stakeholders via telephone, email, and in person.
- Deliver comprehensive administrative support to the Select Board, including:
  - Assist in preparing and distributing meeting agendas and board packets.
  - Coordinate logistics for meetings and hearings, including meeting material coordination and distribution, review of proper documentation, and post-meeting follow-up.
  - Draft and process official documents such as appointment letters, proclamations, public hearing notices, abutter notifications, licenses, and departmental sign-offs.
  - Maintain and update relevant information on the Town's website, update board/committee list, licensing list, and board policies. Post board and committee openings as needed.
  - Attend bi-weekly nightly Select Board meetings and transcribe meeting minutes in accordance with Massachusetts General Law. Host and manage Zoom meetings. Attend and transcribe minutes for additional meetings as required, including the Water & Sewer Commissioners.
  - Maintain organized and up-to-date minute binders and ensure submission of approved minutes to the Town Clerk's Office.
- Assist the Executive Assistant and Town Manager as needed.
- Provide support with annual license renewals and coordination.

- Perform other related duties as required or assigned.

### **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

### **JUDGMENT AND COMPLEXITY**

The work is well defined or has detailed rules, instructions and procedures. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

### **NATURE AND PURPOSE OF PERSONAL CONTACTS**

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

### **CONFIDENTIALITY**

Employee has access to some confidential and sensitive information in the performance of their duties.

### **EDUCATION AND EXPERIENCE**

High School diploma or equivalent, and 2 to 3 years of related experience; or any equivalent combination of education, training, certification, and experience.

### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department.

Abilities: Ability to manage multiple tasks, meet deadlines, and pay careful attention to details

despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability to multitask and prioritize.

**Skills:** Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

## **WORK ENVIRONMENT**

The majority of work is performed in an office setting.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.