

**TOWN OF LONDONDERRY, VERMONT**  
**Windham County**

**JOB DESCRIPTION: MUNICIPAL OFFICE MANAGER**

The Municipal Office Manager supports all departments within the town. This position is a key role requiring excellent customer service skills. Daily tasks include but not limited to:

- Provide administrative support to the Town Clerk and will act as Town Clerk in Town Clerk’s absence.
- Greet and welcome the general public and field/direct phone calls and walk-ins with an emphasis on excellent customer service.
- Complete certification and perform notary duties.
- Issue a variety of licenses, permits and certificates (birth, marriage, death, dog, posted land, green mountain passport, DMV Renewals, Hunting & Fishing Licenses).
- Reconciliation of cash drawer and bank statements; processing pay orders for the Treasurer.
- Distribute mail to town staff, including date stamping mail when received.
- Provide assistance and support to lawyers, real estate brokers & homeowners researching land records.
- Support elections including but not limited to check-in absentee/early ballots, act as deputy presiding officer at all elections and assist in all election related processes.
- Assist in management of land records
- Digitize Land Records
- Digitize Zoning Files & Lister/Assessor Files
- Maintaining Office Supplies and any other building supplies
- Assisting all other departments (Zoning, Parks & Rec, Assessors Office, Town Administrator, Treasurer & Delinquent Tax Collector, Highway Foreman, Short Term Rental Coordinator & Solid Waste Manager) with general office duties including , but not limited to: Filing & Digitizing, Mailing, Billing.
- Assist Treasurer with newly formed wastewater department in billing and collections.
- Assist Boards and Committees with posting Agendas & Minutes on website and in physical locations.

<b>ASSISTANT TOWN CLERK/MUNICIPAL OFFICE MANAGER</b>	<b>CURRENT POSITION 24 hours per week</b>	<b>FULL TIME (40 hours)WITH SINGLE BENEFITS</b>	<b>FULL TIME (40 hours) WITH TWO PERSON BENEFITS</b>	<b>FULL TIME (40 Hours)WITH FAMILY BENEFITS</b>
WAGES	30,000	49,920	49,920	49,920
FICA/MEDI	2,295	3,819	3,819	3,819
VMERS		2,995	2,995	2,995
Health Insurance		17,508	34,914	47,760
Workers Comp/Life & Disability Insurance		600	600	600
Health Reimbursement Account		2,500	5,000	5,000
	<b>32,295</b>	<b>77,342</b>	<b>97,248</b>	<b>110,094</b>
	<b>ADDITIONAL AMOUNT NEEDED OVER CURRENT POSITION</b>	<b>45,047</b>	<b>64,953</b>	<b>77,799</b>