

Town of Tyngsborough, MA
Position Description

Job Title: Old Town Hall Host
Department: Office of the Town Administrator and Board of Selectmen
Reports to: Town Administrator and/or designee
Prepared Date: September 2014

SUMMARY

Responsible for the oversight of approved events and/or viewings of the Old Town Hall (OTH) in the Town of Tyngsborough. This is a non-union position working mostly evenings and weekends, for up to 19 hours per week. The employee will be required to work a combination of hours during days, evening, and weekends.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Unlocks/locks the OTH doors, arms/disarms OTH security system, and adjusts the temperature settings. Completes a walk through, following a checklist of items, to ensure that the OTH is in the same condition as it was prior to an event or showing.

Provides access to needed tools, equipment, and furnishings in the OTH (e.g. cleaning equipment/supplies, technology equipment, tables/chairs, etc.) to facilitate the proper clean up and break down of the OTH.

Makes frequent contact with the general public, town departments, and others requiring perceptiveness and patience.

Responds to inquiries (via phone, email, or mailings) regarding the availability and facilitates coordination of the use of the OTH.

Observes and reports to the Town Administrator and/or designee, any inconsistencies between an executed "Hall Use Agreement and Liability Waiver" and an ongoing or concluded event.

Makes suggestions for improvements in any matters relating to the day-to-day operation of the OTH.

Perform any other similar or related duties, under either heading as directed by the Town Administrator and/or designee.

SUPERVISION RECEIVED

Works under the supervision and direction of the Town Administrator and/or designee.

SUPERVISION GIVEN

Supervise any Tax Work-Off participants assigned to host OTH events.

DESIRED MINIMUM QUALIFICATIONS

Education and/or Experience:

- A. High School graduate or equivalent;
- B. Experience in hosting events, preferably for a wide variety of groups;
- C. Any equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

- A. Understands the Old Town Hall Use Policy as amended from time to time;
- B. Willingness and ability to work effectively with individuals and small groups to facilitate successful events at the OTH;
- C. Ability to communicate effectively orally and in writing;
- D. Self-motivated, organized, and detail oriented;
- E. Timely and prompt (i.e. to open & prepare the OTH for an event or viewing); and
- F. Ability to operate the listed tools and equipment.

TOOLS AND EQUIPMENT

Kitchen equipment, elevator, telephone, computers, printers, and alarm systems.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort is required to perform duties. The employee is frequently required to sit, stand, hear, and view.

WORK ENVIRONMENT

Work is performed generally under indoor conditions. The noise levels vary.