

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Remote Meetings Assistant – Temporary Position	DATE:	October 2020
DEPARTMENT:	Various Departments	GRADE:	A
REPORTS TO:	Town Administrator		

SUMMARY

Part-time position responsible for managing the technical aspects of remote meetings and webinars for the Town's Boards, Committees and Commissions using the Zoom Video Conferencing platform.

ESSENTIAL FUNCTIONS

Coordinating with Staff Liaison to ensure all required Webinar panelist and attendees have been properly invited to the webinar.

Coordinating with Staff Liaison to ensure all required zoom meeting participants have been properly invited to the meeting.

Facilitating live streaming of zoom meetings and webinars over YouTube.

Coordinating with representatives of Northborough Cable during televised webinars.

Assisting the Committee or Board Chairman with zoom functions such as screen share, adjusting participant settings, ensuring proper remote meeting etiquette is followed in accordance with the Town of Northborough Remote Meeting Guidance Policy.

Assist webinar panelists and meeting participants with technical issues.

Complete all post webinar and meeting production for Northborough Remote Meeting YouTube channel and event archiving.

Communicates with target groups to ensure understanding and ability to partake in virtual meetings.

SECONDARY RESPONSIBILITIES

- May be required to teach staff and others on Zoom (and other PC based computer systems and videoconferencing software) functionality and similar platforms and perform rehearsals when needed.
- Evaluate and ensure latest upgrades of Zoom (and other PC based computer systems and videoconferencing software) and other similar presentation platforms are installed and clients/users are trained.
- Provide general assistance for staff and volunteers to ensure the successful use of Zoom (and other PC based computer systems and videoconferencing software).

QUALIFICATIONS

Minimum Training and Experience

Requires a High School diploma or G.E.D. Experience working in remote meeting environments preferred.

Minimum Knowledge, Skills and Abilities

Requires functional knowledge of remote video conferencing environments (i.e., Zoom).

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Functional knowledge of Windows, Microsoft Productivity applications (Word, Excel, Outlook, etc.) is beneficial.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- thorough knowledge of the functions of Zoom and other PC based video conferencing software and how it is used to meet the remote meeting needs of various town boards and committees,
- basic knowledge of the functions and operations of various Town departments,
- solid understanding of Massachusetts General Laws as they pertain to the clerical and administrative functions of the department, specifically Open Meeting Law and Public Records Law as it relates to remote meeting participation,

Errors could result in damage to or loss of information, damage to hardware, software or telecommunications, delay in or loss of service, or legal consequences adverse to the Town.

Tools and Equipment Used

The employee is required to use a computer and/or laptop and general office equipment (e.g., telephone, calculator, adding machine, copier, facsimile, etc.) Must know how to utilize hotspot for remote internet access.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Must be able to communicate clearly and concisely, orally and in writing.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, stand, and walk. The employee must occasionally lift and/or move up to 10 lbs.

The employee must have good vision to view computer screens, numbers and text and documents for general understanding.

Work requires manual dexterity in combination with eye-hand coordination for word processing, data entry and filing.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. The employee will likely conduct much of his/her work from home in a telework capacity. Employee will be required to visit town hall from time to time to conduct general business required to successfully execute this position.