



POSITION DESCRIPTION

Position Title:	Office Administrator	Reports To:	Office Manager
Program	Administrative	Location:	Onsite
Type:	Permanent	Weekly Hours:	35 (Full-Time)
Salary Range:	\$27.25 - \$34.93 / hour	Last Updated:	06/23/25

POSITION SUMMARY

The Office Administrator is a professional administrative staff member responsible for overseeing the daily operations of Berkshire Regional Planning Commission and its affiliated nonprofit, Berkshires Tomorrow, Inc. As an integral member of the Administration team, they ensure the efficient functioning of office activities and administrative processes for both organizations.

PROGRAM & AGENCY RESPONSIBILITIES

FRONT DESK & GENERAL OFFICE MANAGEMENT

- Greet visitors, answer calls, and handle general inquiries.
- Manage mail (sorting, distributing, sending) and process deliveries.
- Monitor general agency email and distribute messages as appropriate.
- Assist staff with using BRPC resources, such as the copier and postage meter.
- Perform twice daily temperature checks of the Public Health vaccine fridge.
- Run office errands (post office, FedEx, bank, etc.)
- Provide office event/meeting support (ordering food, ensuring building access, cleaning up).
- Maintain cleanliness and order in shared spaces (meeting rooms, snacks, fridge).
- Coordinate office cleaning and maintenance with the Office Manager.
 - Building Maintenance (Mike Scutieri)
 - Heating & Cooling (Laureyns United)
 - Cleaner (Dave Kelly)
 - Call Box/ Alarm Systems (Lee Audio)
 - Property Manager (Robert Shan)
- Provide general administrative support for the Executive Director, Office Manager, and Program Managers.



ADMINISTRATIVE & EXECUTIVE SUPPORT

- Draft correspondence and reports, public outreach materials, donation acknowledgements, MIIA grant applications, and other documents as requested.
- Prepare and process mass mailings (electronic and hard copy), i.e. Municipal Assessment letters/emails, annual reports.
- Provide administrative support to various Commission committees as needed.
 - Prepare meeting agendas, materials, and minutes, ensuring compliance with MA Open Meeting Law requirements.
 - Attend and record public meetings.
- Prepare the monthly Local Technical Assistance report for Executive Committee meetings.
- Maintains Executive Committee and Commission approvals documentation.
- Coordinate annual Delegate and Alternates communications and appointments to the Commission:
 - Electing a Delegate: Send documents via email to Planning Board Chairs.
 - Appointing an Alternate: Send documents via email to Select Board Chairs or City Officials.
 - Officers, Committee Chairs & Members: Process documents and update letterhead.
- Maintain federal website access via login.gov, sam.gov registration, etc. for BRPC and BTI, Inc.
- Support onboarding and termination of personnel as needed; complete duties in the Office Admin section of the New Hire and Termination checklists.
- Assist with administrative tasks associated with Public Record Requests.
- Provide notary services as needed.
- Update agency operating procedures as needed.

COMMUNICATIONS & OUTREACH

- Sends email communication of meeting agenda and meeting materials to the appropriate members or groups.
- Ensures BRPC website events, minutes and meeting materials are posted.
- Updates other sections of the website (e.g. news and announcements, delegates and alternates and bylaws)
- Maintain and update BRPC's Microsoft Access database, shared Outlook lists, agency and municipal contact lists, and Constant Contact subscriber lists.
 - Generate reports with municipal or agency contact info as requested.
- Collect and edit content for BRPC's monthly e-newsletter for approval by the Executive Director and Assistant Director.
- Create and update BRPC Staff Qualification documents.



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
TTY: 771 or (800) 439-2370
berkshireplanning.org

- Maintain staff meeting calendar invites and memos, send meeting materials, and manage the bi-weekly Zoom meeting.
- Coordinate with Berkshire United Way for the yearly Workplace Campaign.
- Organize holiday season community gift giving and related special events, with support from the HR/Payroll Assistant as necessary.
- Organize meetings and special event logistics such as the BRPC Annual Meeting and 5th Thursday events, including venue reservations, attendee registrations, catering, and staff support during the event as required.

ORDERING, EQUIPMENT & INVENTORY

- Coordinate ordering and vendor relations, including routine office supplies and larger program-specific purchases.
- Maintain the inventory control log (tracking purchases, donations, destruction).
- Assign and track fobs for building access.
- Ensure office security and coordinate with building management.
- Oversee copier and postage meter maintenance and repair.
- Maintain the magnetic project map and create new magnets as needed.

COMPLIANCE AND RECORDKEEPING

- Annually, update the list of town elections and meetings.
- Document public hearing notices and track zoning bylaw changes.
- Identify and confirm contact information for town staff and other officials; review websites or public notices and confirm with town clerks.
 - Update the Mailing List database in Microsoft Access.
- Maintain agency subscriptions and passwords in Bitwarden and Excel as required.
- Track and ensure compliance for staff, Commissioners, and committee members regarding the MA Open Meeting and Conflict of Interest laws.
- Assist Finance staff with scanning and filing invoices and supporting documents.

QUALIFICATIONS

EDUCATION/ EXPERIENCE

Bachelor's degree. Four years of direct experience or the equivalent combination of education and training may be substituted for a bachelor's degree.

Licenses/ Certifications

Notary Public commission preferred.

Knowledge, Skills & Abilities



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- Excellent verbal and written communication skills, with the ability to draft professional correspondence, meeting materials, and outreach content.
- Strong customer service and interpersonal skills; able to interact effectively with Commission members, staff, vendors, visitors, and members of the public.
- Highly organized with demonstrated ability to prioritize tasks, manage multiple responsibilities, and meet deadlines in a fast-paced environment.
- High level of attention to detail; consistently produces accurate, thorough, and high-quality work.
- Strong proficiency with Microsoft Office Suite (Word, Excel, Outlook, Access); comfortable learning and using various software platforms (e.g., Constant Contact, Zoom, Bitwarden, WordPress).
- Ability to handle confidential or sensitive information with discretion.
- Familiarity with Massachusetts Open Meeting Law, public records protocols, and municipal processes preferred.
- Ability to provide administrative support for meetings, committees, and events, including agenda preparation, note-taking, and logistical coordination.
- Resourceful and proactive in maintaining office operations, supplies, equipment, and facilities.
- Capable of managing and updating contact databases, mailings, and communication lists.
- Flexible and dependable, with a strong work ethic and the ability to thrive both independently and in a collaborative team setting.

WORK ENVIRONMENT & OTHER REQUIREMENTS

Work Environment

Standard office environment with frequent in-person interaction. Must be comfortable working in shared spaces and occasionally managing light office cleaning or organization tasks.

Physical Requirements

Primarily sedentary work with regular use of a computer. Occasional lifting (up to 25 lbs.), bending, or standing may be required for filing, event setup, or office errands.

Travel & Location

This is an on-site position at the BRPC office. Local travel may be required for errands, meetings, or events (e.g., post office, bank, catering pickups).



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Work Schedule

This is a full-time, 35-hour per week position. Standard hours are Monday through Friday during regular business hours. Occasional evening hours may be required for public meetings or special events, including bi-monthly evening Commission meetings. The nature of this position does not allow for flexible scheduling.

REVIEW & APPROVAL

Executive Director's
Signature:

Supervisor's
Signature:

Date: _____

Date: _____