Executive Assistant to the Town Administrator

Summary of Position Responsibilities:

Coordinates and manages the activities of the General Administration Department of the Town. Acts as Executive Assistant to Town Administrator and Assistant Town Administrator. Insures that all orders and policies of Town Administrator and Assistant Town Administrator and Board of Selectmen are carried out. Assist department heads with paperwork and/or information. Performs highly skilled administrative and clerical duties, to ensure effective and efficient operations.

This is a full time, salaried, confidential position. This is a 40 hour a week position, Monday through Friday with additional time as required.

Description of Supervision/Supervisory Responsibilities:

The Executive Assistant is appointed by the Town Administrator, and works under the general supervision and direction of the Town Administrator.

Essential Functions of Job:

- Provides administrative support to Town Administrator and Assistant Town Administrator, including word and data processing, filing, copying, scanning, and handling correspondence
- Frequently interacts with members of the general public, federal, state and/or local government officials, and Town employees
  Coordinates and assists with projects relating to personnel management, Department operations, and other areas
- Plans, coordinates, and calendars meetings and events
- Posts and attends all Board of Selectmen's meetings (approximately 24 – 26 evening meetings annually); takes, prepares and distributes meeting minutes
- Maintains Department records, including personnel attendance and time off records
- Receives and screens visitors and telephone calls, providing information and handling issues that may require sensitivity and the use of sound independent judgment, or refer to appropriate individual(s)
- Maintains the roster of committee appointments
- Maintains schedule of all Town fees
- Overall responsibility for preparation of the Annual Town Report
- Performs similar or related work as required or assigned

Minimum Competencies:

- Excellent communication skills, both oral and written
- Ability to deal tactfully, courteously, and professionally with all persons, even in stressful situations, is essential

- Ability to maintain confidentiality and to exercise sound judgment and discretion
- Ability to work in high pressure situations, as necessary
- Highly organized, detail oriented, takes initiative and able to work independently
- Ability to handle multiple tasks, prioritize effectively, meet deadlines, and deliver high quality work
- Reliability and professional personal presentation essential
- Project management experience desirable
- Operates standard office equipment, including a computer
- Proficiency in typing, basic word processing, spreadsheet, presentation and database software (such as MS Word and Excel).

Education and Experience/Other Requirements:

- Bachelor's Degree preferred or degree in relevant field (i.e., Public Administration, Business, etc.); and
- Three to five years progressively responsible experience in relevant position (i.e., executive or administrative assistant, office manager, or similar experience), and knowledge of general office procedures (e.g., correspondence, scheduling, filing) desirable; previous experience in municipal government preferred

Physical Requirements/Work Location: Must be able to lift items up to twenty-five lbs.

Certifications and Licenses Required: None.

Town Hall; General Administration. – General Responsibilities:

This is an office-based job in a dynamic municipal office. While performing the duties of the Executive Assistant, the employee is required to: interact and communicate frequently with the public, government officials, other staff members and boards, and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. The employee must occasionally lift and/or move up to 25 pounds. The employee will be required to work beyond normal business hours approximately twice per month, including attendance at twice monthly Board of Selectmen evening meetings.

Town Hall; General Administration – Specific Duties and Responsibilities:

Assigns duties to Administration Office personnel; investigates and answers complaints or, if necessary, refers complainant to proper Town department; assists in preparing departmental budgets and overall Town operating, enterprise and capital budgets; assists in preparation of Town Meeting warrants; has overall responsibility for preparation of the annual Town Report; maintains roster of committee appointments; maintains schedule of Town fees; prepares agenda in conjunction with Selectman Chair or designee; takes and transcribes minutes of all Selectmen's meetings; answers correspondence for the Town Administrator, Assistant Town Administrator and Board of Selectmen; reviews correspondence and distributes to appropriate departments as necessary; sets up public hearings and processes paperwork (liquor licenses,

shellfish grants, public utility petitions, miscellaneous); schedules appointments, processes Town licenses, cash turnovers, prepares payroll and bills as necessary; researches information as necessary; keeps Selectmen and Town Administrator and Assistant Town Administrator informed of upcoming Board/Committee/Commission/Town Official appointments; handles Town insurance matters including workers compensation, works with insurance agent in regard to Town's insurance coverage and processing claims; prepares and processes bids and contracts; acts as public relations officer; assist the public with inquiries, etc.; posts content to the town web site for the Administration Office including Selectmen's policies, meeting schedules, agenda, meeting packets, procurement documents and other public notices and assists other departments and officers with the same.

FLSA status

This position is exempt under the Fair Labor Standards Act.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Date adopted/revised: _____