

TOWN OF DURHAM

EXECUTIVE ASSISTANT TO FIRST SELECTMAN

Position Purpose:

The purposes of this position are to provide administrative, secretarial and clerical services and related work products in support of the First Selectman. She/he relieves executive of details relating to office operations and the administration of assigned areas of responsibility by coordinating matters requiring the attention of the Office; by assuring that matters are processed in a timely manner; by maintaining calendars and issuing reminders of pending matters and meetings; by preparing and producing correspondence, agendas and reports; by initiating communications with the involved parties and staff to facilitate pending matter resolution. The incumbent is required to function as a confidential secretary because of the nature and content of the work performed. The Executive Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Performs a variety of secretarial, clerical and administrative duties requiring the exercise of considerable judgment, a broad knowledge of office and municipal operations, and the ability to work with numerous interruptions; is responsible for following through to completion of projects.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies.

Supervision Given: None.

Job Environment:

Administrative and clerical work is performed in a moderately noisy office with regular interruptions during the day from the general public or staff, and sometimes to deal with citizens' issues and problems

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment

Makes frequent and periodic contact with other municipal departments specifically department heads, First Selectman and general public, Board of Finance, Board of Selectmen, elected officials, state agencies, federal agencies, regional agencies, town attorney, other municipalities; communication is frequently in person, by telephone, fax, email in writing or at meetings.

Has access to extensive confidential information such as personnel records, and litigation.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Responsible for daily pick up of mail from post office and distribution to town departments.
- Responsible for managing electronic entry system for town buildings; weekly scheduling of town hall opening and closings.
- Prepare agenda and materials for Board of Selectmen's meetings gathering appropriate documents, typing memos or correspondence, collating materials; notify appropriate parties of agenda items; attend meetings as recording secretary taking, preparing and filing minutes of the Board of Selectmen's meetings; place legal notices of meetings when required.
- Responsible for large volume of follow up of agenda items and correspondence between the First Selectman, Board of Selectmen, Town Counsel, and other Boards, Committees, or Commissions.

- Manages office for First Selectman by: maintaining files, records and confidential materials; maintains shared calendar and makes appointments for First Selectman; coordinate gathering of information for First Selectman
- Handles administrative and secretarial tasks for the First Selectman's office including composing documents, typing documents, transcribing documents from notes, maintaining complex and confidential records; is responsible for following up with staff and department heads to insure projects and complaints are completed in a timely manner
- Handles numerous incoming calls and incoming correspondence referring to appropriate staff member or department; greets visitors to the Office of the First Selectman, responds to inquiries and requests; serves as central distributor of information about municipal operations, policies and procedures; assist with resolving problems when possible or finding appropriate department to handle situation.
- Responsible for budget preparation under the scope of the First Selectman's Office; Assists the Finance Director with preparing materials and schedules meeting space for budget hearings and special town meetings; assist with assembling and distributing the Town Budget for the Board of Selectman and the Board of Finance. Monitors expenditures and submits requests for payments within the First Selectman's Office.
- Assists First Selectman, Town Engineer, and Finance Director on large projects; grant applications, preparation of bids and legal notices
- Responsible for office equipment; originating lease and return of copy machines and postage meters in town building. Ensures that equipment is in working order and supplies are on hand.
- Assists with recruitment functions including collecting resumes, applications, sending letters to candidates and preparing packets for oral panels as necessary; prepares and maintains personnel records.
- Manages scheduling of meeting room space.
- Responsible for municipal custodial contract and oversees the ordering of custodial supplies and central office supplies
- Manages charitable games applications and passport applications
- Manages Resident State Trooper mail, incoming calls, pistol permit applications, and miscellaneous requests.
- Handle special projects such as: representing First Selectman at staff meetings, sit on task forces for special projects, conduct research and compile data on issues of concern.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assists other departments, offices or staff as needed to promote a team effort to serve the public
- Takes Board of Selectmen, Public Hearing, Town Meeting minutes when needed

Minimum Required Qualifications:

Education, Training and Experience:

Qualifications required would generally be acquired with an Associate's Degree in business administration or related field; more than 3 years of business, accounting or municipal experience, customer service and computer experience required; or a High School Degree (GED) and more than 5 years of experience; or any equivalent combination of education, work experience and training.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, database, electronic mail, and information technology to

provide for the effective records maintenance; working knowledge of municipalities to develop and maintain effective administrative techniques, understand procedural requirements for the office, process forms and fees and know how to provide responsive services.

Ability: Ability to acquire working knowledge of municipal activities, internal procedures, budgeting and First Selectman's Office needs without direct supervision; ability to oversee and maintain detailed and accurate records using data processing; ability to learn new computer technology; ability to establish and maintain effective working relationships with town staff, officials, and the public; ability to learn and support the timely flow of information through the office and its administrative concerns; ability to differentiate differences between public and confidential information and maintain appropriate discretion; ability to be flexible in responding to work demands that are subject to varied conditions; ability to manage multiple priorities; ability to plan and prioritize assignments to meet established statutory deadlines; ability to analyze office administration operations and to develop operational improvements; ability to plan, assign, train and supervise work of others.

Skill: Excellent verbal and written communication; aptitude for working with people and maintaining effective working relationships with various groups; must have strong personal organizational skills highly proficient skills in the use of office computers; skill in using the above-mentioned office equipment; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff

Errors and Omissions:

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires a variety of physical capabilities. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel objects; and reach with hands and arms and talk or hear; occasionally required to stand, kneel and walk. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close and distance vision, and the ability to adjust focus. This position requires the ability to operate a keyboard and calculator at efficient speed. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)