

CLASSIFICATION SPECIFICATION FOR: EXECUTIVE ASSISTANT TO TOWN MANAGER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Performs a variety of complex and responsible administrative and support work on behalf of the Town Manager, administrative staff, and members of the Town Council. Work is performed without significant supervision. The incumbent may direct the work of other clerical employees.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from other secretarial classes on the basis of the high degree of confidentiality that must be maintained and the initiative, judgment, and tact which must be exercised in dealing with the manger's staff, Council members, and other Town personnel and officials of other agencies.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs general as well as difficult administrative support functions on behalf of the Town Manager, the administrative staff, and the Town Council. These entail the use of independent judgment and a thorough knowledge of the Town's policies, procedures, and organization.
2. Compiles and prepares the complete Council agenda to the point of final distribution; oversees the review and final production of Council reports, including assessing the completeness of submitted reports (i.e., format, attachments, appropriate signatures) and preparing a summary of Town Council meetings.
3. Initiates and responds to correspondence to and from the Town Manager's Office and Council.
4. Produces a variety of documents and visual aids, including letters, memos, presentations, reports, charts and computer-aided illustrations.
5. Screens telephone calls, visitors, and mail for Town Manager, administrative staff, and Town Council, directing them to the appropriate official or department.
6. Disseminates to interested parties diverse information, which is often of a sensitive nature, and may research appropriate inquiries.

7. Arranges and maintains appointment schedules, meetings, conferences, and trips for Town Manager, administrative staff and Council members.
8. Established and maintains necessary records systems, tracking long/tickler files, and may develop reports based upon data provided by such system.
9. Attends meetings, prepares summaries, minutes and notes.
10. Directs the work of other clerical employees.
11. Operates a variety of office and computer equipment and software.
12. Performs related duties and responsibilities as required.

TOOLS AND TECHNOLOGY USED

The following are examples of tools and technology used to perform typical duties; this list is not exhaustive.

- Computers including desktops and laptops
- Personal digital assistants (PDA) or electronic organizers
- Scanners and copiers
- Multiline telephone systems and conference equipment
- Financial software such as a Financial Management System for processing requisitions and generating reports
- Database software
- Email
- Office suite software such as Microsoft Office, Word, Excel, Power Point

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of the twelfth grade or equivalent.
- Six (6) years of increasingly responsible experience in clerical and secretarial work, at least two years of which must have been in an office management or supervisory capacity.
- Additional qualifying education may be substituted for up to two years of the desired experience on a year-for-year basis.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Town organizations, policies, and functions.
- Principles of office management.
- Basic mathematics, correspondence forms and correct punctuation, spelling, grammar and vocabulary.
- Records retention system.
- Office methods, practices and procedures, including business correspondence.

Ability to:

- Acquire a thorough knowledge of the functions, procedures and policies of the Town.
- Manage and effectively coordinate office clerical functions.
- Work independently.
- Make decisions on procedural matters with only limited direction received.
- Operate computers and applicable software.
- Maintain a variety of files.
- Work extended or irregular hours.
- Use good judgment during stressful situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT: Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

Representation: <ul style="list-style-type: none">• Confidential (see Employer-Employee Resolution for definition)	EEOC Category: Administrative	FLSA: Non-Exempt
History November 2000: Format updated July 2011: Title, technology used and working conditions updated		