

TOWN OF CANTON

TITLE: Executive Assistant

CLASS: Exempt

DEPARTMENT: Office of the Chief Administrative Officer

DATE : July 21, 2008

POSITION DESCRIPTION

Serves as the principal administrative aid to the Chief Administrative Officer. Under the direction and supervision of the Chief Administrative Officer or his/ her designee, the Executive Assistant performs, coordinates and oversees technical and administrative duties in support of the Chief Administrative Officer, First Selectman and Board of Selectmen, including confidential office duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- ? Performs a wide variety of executive secretarial and administrative duties as required by daily operations in the Office of the Chief Administrator.
- ? Plans and organizes work according to standard office procedures.
- ? Organizes own work, sets priorities and deadlines; ensures such deadlines are met by other staff.
- ? Types draft documents and a wide variety of finished documents from notes, instructions, or printed materials.
- ? Researches and analyzes routine administrative projects.
- ? Coordinates the recruitment and hiring procedures for the Town.
- ? Coordinates the employee assistance program and random drug testing programs.
- ? Assists in bid preparation, legal notices and contract documents.
- ? Coordinates the purchase of supplies and equipment for individual departments.
- ? Acts as liaison to the Capital Region Purchasing Council.
- ? Monitors vendors for compliance with bid and contractual requirements.
- ? Attends Board of Selectmen Meetings and prepares minutes in compliance with the FOIA.
- ? Independently responds to letters and general correspondence of a routine nature.
- ? Screens telephone calls, correspondence and other inquiries, greets visitors, ascertains nature of business and refers to appropriate office/ person when possible.
- ? Assists in preparation of Town operating budgets by compiling information, proofreading and collating materials for inclusion in budget document.
- ? Handles confidential correspondence on behalf of the Chief Administrative Officer.
- ? Establishes and maintains complex and sensitive office files, personnel folders and employee attendance records.
- ? Coordinates the Chief Administrative Officer's daily schedule and appointments.
- ? Maintains events calendars for special and regular meetings of Town boards and commissions and public groups.
- ? Organizes and prepares materials for publication such as union contracts, administrative policies and regulations, and program guides.
- ? Coordinates production and distribution of various communication pieces to residents including the Annual Town Report and Board of Selectmen quarterly newsletters.
- ? Maintains inventory of Department equipment and supplies; processes purchase orders pertaining to Departmental expenses; and handles routine matters with vendors and orders materials and services as directed.
- ? Provides administrative and secretarial support to Director of Social Services as needed.

- ? Processes workers compensation claims.
- ? Produces and distributes information packets and agendas for various Town Boards and Commissions.
- ? Responds to information inquiries and requests from elected and appointed officials and the general public and makes appropriate referrals.
- ? Maintains list of appointed officials and appointment notices.
- ? Prepares proclamations and letters of recognition for Board of Selectmen.
- ? Provides assistance to staff in use of administrative computing system and Internet access.
- ? Assists with maintenance of Town's website.
- ? Performs related work as required or requested by the Chief Administrative Officer and/ or his/ her designee.
- ? Provides administrative and secretarial support to First Selectman and members of the Board of Selectmen as required.
- ? May serve as back-up on payroll and accounts payable functions.
- ? May perform additional tasks and duties as necessary and/ or requested.
- ? May supervise and/or provide direction to other employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- ? Familiar with the principles and practices of public administration and the ability to work within the structure and operation of municipal government.
- ? Considerable ability to follow established priorities, meet deadlines and maintain quality of work in multitask settings.
- ? Considerable knowledge of office computer programs, networks, internet and basic website maintenance.
- ? Commitment to excellence in customer service.
- ? Thorough knowledge of modern office practices.
- ? Ability to digest, review and disseminate large quantities of information to the proper authorities.
- ? Ability to use tact, discretion, initiative and independent judgment.
- ? Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- ? Ability to work with a minimum of supervision.
- ? Ability to compose clear and correct correspondence independently or from brief instructions.
- ? Ability to perform basic mathematical computations.
- ? Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons.
- ? Ability to communicate effectively both orally and in writing.
- ? Ability to maintain strict confidentiality of information as necessary.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

- ? Work is primarily sedentary in nature and is performed in a typical interior/ office work environment.
- ? Ability to sit/ remain/ stand for extended periods of time.
- ? Ability to walk, bend, stoop, and lift books and files of approximately 25 pounds or less.
- ? Ability to work in office setting subject to continuous interruptions and background noises.
- ? Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- ? Exposure to video display terminals on a daily basis.

- ? Ability to work under stress from demanding deadlines, public contact and changing priorities and conditions.
- ? Vision to read printed material and a computer screen.
- ? Hearing and speech to communicate in person and over the telephone.
- ? Ability to concentrate on fine detail with constant interruption.
- ? Ability to attend to task/ function for more than 60 minutes at a time.
- ? Ability to file letters, correspondence, reports, etc. in file cabinet drawers ranging from 1' to 7' from the floor.
- ? Ability to move throughout the Town Hall and other Town buildings and sites.
- ? Ability to get into and out of an automobile.
- ? Ability to participate in extended night meetings/ office hours during the year.
- ? Ability to remember multiple task/ assignments given to self and others over long periods of time.

REQUIRED MINIMUM QUALIFICATIONS

- ? The skills and knowledge required would generally be acquired with an Associates Degree with a minimum of two (2) years of increasingly responsible work experience in an executive level administrative office function including significant public contact (preferably in municipal government) or similar combination of education and experience.

LICENSE OR CERTIFICATE:

- ? Must possess a valid driver's license.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date