



## **Executive Assistant to Town Manager and Board of Selectmen**

**Department:** Administration

**Peer Group 4/Tier 1**

**Divisions:** Town Administration/Finance

**FLSA Status:** F/T, Nonexempt

**Reports to:** Town Manager

*Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.*

### **Job Summary:**

The Executive Assistant to the Town Manager and to the Board of Selectmen performs a wide range of complex executive secretarial and administrative support functions. Positions at this level are distinguished from other classes by the analytical nature of a majority of the work performed as well as providing secretarial support to an executive. The individual in this position must keep multiple tasks on schedule, use tact and judgment, and preserve highest level of confidentiality of sensitive information.

### **Accountability:**

Works under the direction of the Town Manager. Performs routine duties independently.

### **Supervision Received:**

Works under the direct supervision of the Town Manager who outlines general policies, assigns duties, and reviews work for conformance with required standards. Performs regular duties on own initiative with minimal supervision, exercising a high degree of judgment and tact.

### **Responsibility for Public Contact:**

Daily contact requiring courtesy, discretion, and sound judgment.

### **Equipment Use:**

Computer, computer printer, photocopier, fax machine, calculator, adding machine, paper punch, paper cutter, stapler, telephone and various other office equipment necessary for the job.

### **Environment:**

Inside: 99% Outside: 1%

### **Essential Job Duties and Responsibilities:**

- Desire to work as a team with a result driven approach.
- Coordinates the daily administrative functions of the Town Manager's office. Perform a wide variety of complex, responsible, and confidential secretarial and administrative duties for executive staff including legal and personnel as well as providing routine analytical support.
- Schedules and confirms appointments, meetings, or reservations, and maintains Town Manager's appointment calendar to ensure effective time management.
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- Greets visitors to the office and directs them to appropriate individual. Screen calls, visitors, and mail; respond to complex requests for information.
- Supports the Town Manager in dealing with the public, the Board of Selectmen and staff, including verbal and written communications. Maintains confidentiality as required.
- Handles routine items for the Town Manager's Office. Prepares correspondence for Town Manager as well as interoffice forms, requisitions, and related documents. Provides follow-up as necessary. Composes correspondence on own initiative or under general direction to expedite the processing and completion of work. Maintain and monitor records and files; follow-up on due dates; perform other monitoring functions to ensure timely completion of work.
- Handle routine departmental correspondence independently, and maintain files of correspondence, contracts, pleadings, discovery, legal opinions and other records and documents.
- Interpret and explain Town and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.
- Research various matters at Town Manager's request. Collect information from a variety of sources pertinent to area of assignment; compile data as necessary and prepare routine reports as required.
- Responsible for answering all incoming calls to the Town Manager/Board of Selectmen Office. Directs callers to the proper departments/personnel, or answers questions as appropriate.
- Responsible for processing incoming and outgoing mail addressed to the Town Manager and Board of Selectmen.
- Maintains all files pertinent to the Office of the Town Manager and the Board of Selectmen including, but not limited to, general correspondence files, agreement files, legal files, policy files, ordinance files, etc. Keeps official records.
- Prepares the Agenda for all Board of Selectmen Meetings and gathers background data thereon, ensuring that all required materials are submitted to the Board with the Agenda for their review prior to the Selectmen's Meeting. Distributes Agenda to Department Heads, properly posts as per State Law (RSA) or Municipal Ordinance.
- Posts and publishes Notices of Board of Selectmen's Meetings, Public Hearings, etc. as per State Law (RSA) or Municipal Ordinance.
- Attends the Selectmen Meetings and Public Hearings as required (day/evening). Ensures accurate transcription of all Selectman meeting minutes within the time frame mandated by per State Law (RSA) or Municipal Ordinance. Collects minutes and maintains log of Selectmen Nonpublic meetings per State Law (RSA) or Municipal Ordinance.
- Independently generates appropriate correspondence relative to Selectmen decisions / votes as a result of the Selectmen Meetings.

- Based on the approval of Ordinances or Amendments at Selectmen Meetings, prepares appropriate notice of same for publication, assuring that the appropriate Departments are provided with a copy of the approved Ordinance or Amendment.
- Assists in the implementation of office policies and approved procedures.
- Assists the Finance Staff in performing Human Resources duties including but not limited to: Town Benefits Open Enrollment, benefit enrollments/terminations, FMLA (Family Medical Leave Act) and Short Term/Long Term Disability claim/report initiating/tracking, address personnel (non-financial) matters with Town Manager/Department Head(s)/Employee(s), maintain portion of Personnel files, prepare job descriptions, postings and offer letters.
- Preparation of the Annual Town Report, and other reports as required. Drafts the Annual Calendar of Selectmen Meetings for the ensuing year, based on the schedule approved by the Selectmen, and presents same to the Town Manager for approval.
- Maintains schedule for preparation/submission of documentation required for annual Primex Prime certification renewal. Coordinates required action by appropriate personnel.
- Updates the Town's web page as it pertains to items relevant to the Selectmen and Town Manager's Office, e.g., Agenda, Notices, all Board Meeting Minutes, Town business or events, etc.
- Point of contact for all Town RSA 91-A requests, updates mandated log and maintains correspondence with requestor as well as follow-up with departments to ensure 91-A request laws are followed and executed appropriately.
- Coordinates Federal and State-required reports.
- Performs other duties as required by the position or as may be assigned.

### **Peripheral Duties:**

- Participates, as Secretary, in Joint Loss committee and coordinates with the Joint Loss Committee Chair to organize meeting to comply with the scheduled meeting requirement. Other committee attendance may be necessary as requested by the Town Manager.

### **Knowledge of:**

- Administrative policies and procedures related to the administration of the Department.
- Budgetary principles and practices.
- Modern office methods, procedures, equipment, business letter writing, and standard clerical techniques.
- Skilled in use of computer equipment and software such as Adobe and Microsoft Office Suite(s). MuniSmart experience would be beneficial.
- Techniques of effective time management.

- Proper use of the English language, including spelling, grammar, punctuation, and vocabulary.
- Record keeping, report preparation, filing methods and records management techniques.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.
- Knowledge of human resource regulations.
- Knowledgeable of the Town's benefits package including health, dental, short-term disability, long-term disability, worker's compensation insurance and time-off benefits.
- Knowledge of State statutes, Town policies, rules and regulations.

### **Ability to:**

- Handle situations in which others may be angry or argumentative.
- Establish and maintain effective working relationships with others.
- Read and interpret documents.
- Write reports, correspondence, procedure manuals and meeting minute transcription.
- Communicate professionally both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Perform basic math.
- Type 65 words per minute.
- Use tact, discretion, initiative and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up assignments with a minimum of direction.
- Multi-task and adjust to constantly changing priorities.
- Apply logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures, and protocols.
- Knowledge of modern standard office practices, procedures and equipment.

### **Tools & Equipment Used:**

General office equipment: computer, motor vehicle, telephone, typewriter, calculator, copy machine, facsimile equipment, scanners, electronic postage machine, folder/inserter, microfilm/fiche reader.

**Physical Activity Requirements:**

<b>Lift:</b> up to 10 lbs: Frequently Required; 11-25 lbs: Occasionally Required; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Bending:</b> Frequently Required.
<b>Carry:</b> up to 10 lbs: Occasionally Required; 11-25 lbs: Occasionally Required; ; 26-50 lbs: Not Required; Over 50 lbs: Not Required	<b>Reaching:</b> above shoulder height: Occasionally Required; at shoulder height: Frequently Required; below shoulder height: Occasionally Required
<b>Push/Pull:</b> Occasionally Required.	<b>Twisting:</b> Frequently Required

**Sensory Requirements:**

<b>Talking:</b> Necessary for communicating with others
<b>Hearing:</b> Necessary for receiving instructions and information
<b>Sight:</b> Necessary for performing job effectively

**Licensure/Certification Requirements:**

HR Management Certificate desirable but not a requirement.

**Summary of Occupational Exposures:**

Some exposure to cleaning fluids and copy machine toner.

***EEO Statement:** The Town of Raymond provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, sex, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, the Town of Raymond complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.*

**Signatures:**

This job description has been approved by all levels of management:

Town Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

*Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_