


JOB DESCRIPTION
Executive Assistant

Date of Last Revision: March, 2023

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|  WESTERYLY Rhode Island | DEPARTMENT | Office of Town Manager | | |
| | REPORTS TO | Town Manager | | |
| | FLSA STATUS | Non-Exempt, Full-Time | | |
| | POSITION TYPE | Non-Union | PAY GRADE | |

POSITION OVERVIEW

Under the general direction of the Town Manager, the Executive Assistant performs general administrative and project work. This position is responsible for various organizational, administrative, and program coordination functions.

- ESSENTIAL JOB FUNCTIONS**
- Coordinates the general office management for the Town Manager.
 - Coordinates a variety of special projects and provides complex technical and administrative support.
 - Assists in the preparation of internal and external communications, press releases, reports, and correspondences.
 - Conducts studies to prepare reports, notices, and resolutions for the Town Manager.
 - Communicates with local, state, federal, and regional governmental agencies.
 - Responds to inquiries from the public, staff, and board members.
 - Schedules appointments and manages the Town Manager’s calendar.
 - Screens visitors, calls and correspondence to the Town Manager and responds when necessary.
 - Arranges programs, events, or conferences by coordinating facility registration, special services, extending invitations, coordinating attendance and anything else that is required.
 - Ensures proper posting and recording under the Open Meetings Law and Access to Public Records Requests.
 - Documents, records, creates records and oversees the Town Manager’s filing system.
 - Transcribes dictation and composes confidential correspondence, reports, and other documents.
 - Arranges travel plans, itineraries, and compiles documents for travel related events or other out of office meetings for the Town Manager.
 - Processes purchases and order requests.
 - Assists in the preparation of the annual budget.

- ADDITIONAL JOB FUNCTIONS**
- Attends conferences, seminars, committee, and council meetings as required.
 - Work with the Town Manager to follow-up on all unresolved issues or complaints with a solution.
 - Updates the Town’s website.
 - Other duties and projects as assigned.

- REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**
- For successful performance in this position, the incumbent will need to demonstrate the following:*
- KNOWLEDGE of:**
- Principle, practices, laws, town ordinances, regulations and procedures as they pertain to public administration.
 - Open Meetings Act (OMA) and Freedom of Information Act (FOIA).
- SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules absent of supervisor.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business, Public Administration, or closely related field preferred.
- Minimum of two (2) years of experience in public administration and coordinating various projects in a high public contact role.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.

- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.