



Job Description

Town of Westerly

Job Title:	Executive Assistant								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			None		
Last Revision:	9/2016								

General Summary:

This position is responsible for performing highly responsible, general administrative work as the Town Manager’s executive assistant. This position is responsible for various organizational, administrative, and program coordination functions under the direction of the Town Manager.

Essential Functions:

1. Assists coordinating the operations and services of the Town departments.
2. Coordinates a variety of special projects and provides complex technical and complex administrative support.
3. Researches information used in developing policies and procedures and makes specific recommendations for action.
4. Coordinates the general office management for the Town Manager.
5. Assists in the preparation of internal and external communications, including press releases, reports, correspondence, and replies to request for information.
6. Assists in the preparation of the annual budget.
7. Conducts special studies and prepares reports for the Town Manager.
8. Communicates with local, state, federal, and regional governmental agencies.
9. Responds to inquiries from the public, staff, and board members based on knowledge of programs and operations.
10. Collects and analyzes data on metrics within the department.
11. Oversees Town Manager’s filing system.
12. Assists with overall management of town hall facilities, including security issues, key tracking, and building safety policies.
13. Supports and assists all departments on compliance with town policies and procedures.
14. Monitors department head action items to ensure timely and accurate response.
15. Manages calendars and independently schedules appointments.
16. Screens incoming calls and correspondence and responding independently when necessary.
17. Receives and screens visitors.
18. Arranges programs, events or conferences by arranging facilities registrations, special services, issuing information, extending invitations, and coordinating attendances.
19. Prepares reports, notices, correspondence and resolutions.
20. Insures proper posting and recording under the Open Meetings Law and Access to Public

Records Requests.

21. Documents, records and creates records and files for the Town Manager.
22. Transcribes dictation, composes and prepares confidential correspondence, reports, and other documents.
23. Arranges travel plans and itineraries, compiles documents for travel related or other out of office meetings.
24. Processes purchases and order requests.

Other Functions:

1. Attends conferences, seminars, committee and council meetings as required.
2. Follow-up on all unresolved issues or complaints and works with the Town Manager to determine a viable solution.
3. Updates the Town's website.
4. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in business or public administration or closely related field.

Experience:

Two years of experience in various aspects of public administration, coordinating various projects and in a high public contact role.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations of public administration.
- Working knowledge of Town codes and ordinances.
- Working knowledge of various computer based systems.

This position requires the following skills:

- Organizing and prioritizing work and completing projects and assignments within deadlines.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to be available to the Town Manager.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk			x	
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance			x	
Stoop, kneel, crouch, or crawl			x	
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)			x	

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds				x	
Up to 25 pounds				x	
Up to 50 pounds			x		
Up to 100 pounds		x			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise	x	Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts					x
Work in high places					x
Risk of electrical shock			x		
Risk of radiation		x			
Work in extreme weather conditions					x
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals			x		
Vibration			x		
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.