



Job Description

Town of Westerly

Job Title:	Senior Administrative Assistant								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Various				Supervision Exercised:	None			
Last Revision:	03/2017								

General Summary:

This position is responsible for providing advanced administrative support functions in the areas of office management, fiscal, or personnel matters to their assigned division/department.

Position Summary:

This is a broad-banded position, which supports different departments/divisions within the Town. Incumbents may not perform all of the essential functions listed below, as they are based on their specific assignment.

Career Ladder

This position is part of a career ladder with the Administrative Assistant and Senior Administrative Assistant. This position differs from the Administrative Assistant in that this position performs the most complex administrative support functions within an assigned division/department, possess advanced to expert knowledge in all aspects of administrative operations including financial, personnel and operational programs.

Essential Functions:

1. Manages all administrative functions, including coordinating staff and fiscal operations, for an assigned division or department.
2. Creates and maintains internal division/department policies in regards to standard operating procedures and processes.
3. Works with assigned divisional/department leadership to draft and develop budget documents.
4. Advises senior leadership on best practices in administrative operations and ensures those practices are implemented and followed.
5. Acts as point of contact for internal customers in resolving administrative issues as they relate to the division/department.
6. Trains and mentors other administrative staff.
7. Maintains records used in the administrative management activities of the division being served, originates all pertinent documentation, and prepares necessary reports required by various Towns and State departments and offices.
8. Receives visitors and telephone calls, ascertains nature of call or business of visitors and

determines appropriate action, refers important or high ranking visitors to supervisors, takes messages, makes appointments, answers questions, resolves complaints, and explains procedures for obtaining Town services.

9. Receives incoming mail and controls routing of items among the supervisor's subordinates for appropriate action, reviews responses prepared by supervisor's subordinates for accuracy in format, grammatical content, adequacy in factual information and compliance.
10. Prepares and processes procurement of parts, equipment, vehicles, supplies and contractual services by receiving requests from department personnel, obtaining quotes and bid specs per purchasing manual and check available budgets and assign account numbers and enter requisition into MUNIS.
11. Matches invoices to quotes, purchase orders and monthly statements from vendors, and contact vendors for copies of missing invoices.
12. Makes copies and sends to Finance department for check processing.
13. Responds to questions and complaints from the public and either resolves the issue or defers issue to appropriate parties.
14. Analyzes budget requests and histories to ensure within operating and capital budget limits and assists in drafting budget requests.
15. Performs data entry duties into MUNIS and other databases.
16. Maintains various administrative systems including invoicing, utilities, gasboy, employee files, customer charges, etc.
17. Works with internal and external stakeholders on providing information for grants management and other town services and projects.
18. Assists in processing employee payroll by performing data entry and review of timerecords.
19. Prepares a variety of annual reports and responsible for reporting on divisional specific activities.
20. Performs similar or related work as required, directed or as situation dictates.

Other Functions:

1. Attends conferences, seminars, training and meetings as required.
2. Processes information requests for the assigned division.
3. Participates in and works on cross departmental teams representing the assigned divisions/department.
4. Periodic additional work hours required.

Education & Experience:

Education:

Bachelor's Degree in business administration, assessment, public administration or closely related field.

Experience:

Three years of experience in performing high level office administration functions.

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 of the principles and practices of office management techniques.

- Expert knowledge of office automation technologies used to increase efficiency in administrative support work.

This position requires the following skills:

- Skill in a number of different office software and equipment.

This position requires the ability to:

- 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.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Possess a valid driver's license.

Certification as a Certified Administrative Professional is preferred, and will be required within two years of being employed in the position.

Special Requirements:

This position requires the following:

- Successfully pass a 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		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			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
x	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.