Position Title: Executive Assistant  
Grade Level: NU - 2  
Department: Town Manager’s Office  
Date: 3/25/08  
Reports to: Town Manager  
FLSA Status: Salaried Nonexempt

Statement of Duties: Employee is responsible for performing administrative and clerical duties for the Town Manager, Town Council and Director of Administrative Services. Employee is required to perform all similar or related duties.

Supervision Required: Employee works under the general direction of the Town Manager and/or the Director of Administrative Services. Employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Supervisory Responsibility: Employee does not have any supervisory responsibilities.

Confidentiality: Employee has access to town-wide confidential information, including personnel files, collective bargaining, law suits, legal documents, criminal investigations and records, client records and department records.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select and apply the most pertinent practice, procedure, regulation or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Assignments may involve evaluation and interpretation of factors, conditions or unusual circumstances.

Work Environment: Employee performs work in a typical office setting with frequent interruptions and no occupational risk to the employee.

Nature and Purpose of Contacts: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside
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organizations such as other municipalities, state and/or federal agencies. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee furnishes news media with routine information such as meeting agendas or departmental procedures.

Accountability: Consequences of errors, missed deadlines or poor judgment may result in adverse public relations and legal repercussions to the Town.

Occupational Risk: Work is performed in a general office setting. Duties generally do not present occupational risk to the employee.

Essential Functions:
The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Performs a variety of executive administrative and clerical duties and customer service work for the Town Manager’s Office, Department Heads, town boards/committees and the Town Council; prepares documents and correspondence, answers telephones, and meets with visitors; schedules meetings as required; maintains inventory of office supplies and places re-orders as necessary, etc.

2. Responds to inquiries, requests, and/or complaints from the public in person, on the telephone, and in writing; or refers individual to the appropriate individual for assistance as needed.

3. Transmits and explains Town Manager’s directions to staff as necessary.

4. Assists the Town Manager and Finance Director in the preparation of budgetary documents including PowerPoint presentations at public forums.

5. Composes memorandums or letters for the Town Manager/Director of Administrative Services; coordinates the organization and preparation of the Town Annual Report.

6. Conducts research for the Town Manager or Director of Administrative Services in reference to Town ordinances and past agenda items.

7. Maintains and updates employee personnel files and records including leave accrual information; enters data into the Town’s software system and prints reports as requested. Including the annual Employee Attendance Report.

8. Functions as the Town’s webmaster developing web content and posting of information.

9. Serves as a liaison between the Town Manager’s Office, the public and Town staff.
10. Prepares various papers and documents including the Town Council agenda/packets, legal notices, press releases, notices to bid, resolutions and agendas.

11. Assists in the process to recruit and hire new employees to fill vacancies or new positions including the posting of job advertisements and scheduling of interviews, etc.

12. Prepares annual employee personnel reports for the Town’s annual audit.

13. Schedules the use of various conference rooms located at various Town facilities.

14. Provides clerical support to other departments as requested.

15. Composes and electronically sends out news items through the Town’s e-mail subscriber service.

16. Handles mailings to residents.

**Recommended Minimum Qualifications**

**Education and Experience:** Position requires an Associate’s Degree and five to seven (5-7) years of administrative assistant and clerical office experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** There are no special requirements for this position.

**Knowledge, Abilities and Skill**

**Knowledge:** Thorough knowledge of town-wide municipal operations and procedures as well as the role and responsibility of the Town Council as and as other town boards/committees; professional office procedures. Knowledge of office software including word processing, the Internet, Excel spreadsheet applications and PowerPoint.

**Ability:** Ability to interact effectively and appropriately with the public and other personnel; ability to complete multiple tasks in a timely, detailed and accurate manner, perform multiple tasks; and deal with uncooperative individuals in a tactful manner.

**Skill:** Proficient computer skills including word processing and spreadsheet applications, organizational skills, recordkeeping and clerical skills, communication and presentation skills. Detail-oriented skills.

**Physical and Mental Requirements**

*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*
position’s essential functions.

**Physical Skills:** Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as ledger books, photocopy and computer paper.

**Motor Skills:** Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects or sorting of papers.

**Visual Skills:** Position requires routine reading of documents and reports for understanding and analytical purposes.