

Town of Shelburne Job Description

Job Title:	Executive Assistant to the Town Manager
Department:	Town Manager
Reports To:	Town Manager
FLSA Status:	Non-Exempt
Prepared Date:	April 2019

SUMMARY

This position requires excellent clerical skills, and while supportive in nature, requires initiative, decision making ability and some management skills. This person reports directly to the Town Manager but works with other Department Heads and staff members as needed to keep Town programs and projects moving forward in a positive and productive direction. This person often interacts with the public representing the Manager's Office and the Town in general.

As a Town employee, you are expected to demonstrate commitment to excellence through positive behavior toward all quality initiatives as well as through teamwork and to promote and conform to all quality standards. These include but are not limited to core values and customer service values.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Executive Assistant is responsible for carrying out his or her duties while representing the Town professionally at all times. The highest quality of customer service is expected to be provided as you carry out the following duties:

1. Assist the Town Manager, as needed, with the preparation of Selectboard and Water Commission meeting packets; helping with various town contracts; scheduling and organizing special events; ensuring that meeting agendas and minutes are handled, distributed and filed in a timely manner; help ensure that recurring annual applications and filing requirements are satisfied (e.g. overweight permits, highway certifications, insurance/VOSHA, etc.)
2. Human Resource related items such as workers' compensation insurance questions or claims, State/Federal reporting requirements, assistance with researching various insurance coverage options, researching/organizing training requests or needs, ensure that records are organized, certifications are current and filing deadlines are met.
3. Schedule meetings and events in Town facilities.
4. Coordinate the appointment process for committees, boards and commissions; advertise for open positions; handle inquiries and applications. Maintain the master spreadsheet of board, committee, commission members and their terms.

5. Prepare the annual Town Report which involves coordinating with Department Heads, Committee Chairs and the Printer; document layout and production; and all aspects of printing, distribution and availability.
6. Assist with Town communications, both internal and external.
7. Assist with the advertising and distribution of RFP's, public notices and public hearing warnings.
8. Research and monitor grant opportunities, inform relevant staff, maintain records as required by auditors and funding agencies.
9. Assist with the implementation of the stormwater utility and billing system.
10. Assist other departments with special projects.
11. Coordinate the purchasing of supplies, as needed, to help ensure best quality and pricing.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Executive Assistant shall:

1. Have a Bachelor's Degree in a relevant field and at least five years of successful, related work experience, or any equivalent combination thereof.
2. Have the ability to use Microsoft Office Suite.
3. Have excellent interpersonal and communication skills and be able to interact effectively with other staff and the general public.
4. Be detail oriented and quality driven.
5. Be able to work independently, handle multiple tasks and prioritize work with minimal supervision.
6. Be flexible and able to easily handle varying work assignments.
7. Have an excellent past work record.
8. Experience with human resources and grant funding processes is a plus.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education, experience and interpersonal skills; oral interview, reference checks and background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Employee