



Town of Woodbury Job Description

Job Title: Executive Assistant
Department: Selectmen
Reports To: First Selectman
FLSA Status: Exempt
Approved By: Board of Selectmen
Approval Date: November 16, 2016

Summary Job Description: To provide administrative, secretarial, and clerical services in support of the First Selectman. Relieves the First Selectman of details relating to office operations and the administration of assigned areas of responsibility by coordinating matters requiring the attention of the office; by assuring that matters are processed in a timely manner, maintaining calendars and issuing reminders of pending matters and meetings, preparing and producing correspondence, agendas and reports, initiating communications with the involved parties and staff to facilitate pending matter resolution.

Mandatory Requirements for all Town Employees: A) You are required to understand and abide-by all safety work practices for yourself and your staff members. B) You are required to understand and use customer service "best practices" when dealing with external customers (the public) and internal customers (peers and co-workers) by treating everyone fairly, with understanding, empathy, and professionalism.

Duties and Responsibilities:

1. Assist the First Selectman in the management and supervision of the office.
2. To provide assistance, guidance and answers to the general public.
3. To act as clerk for Board of Selectmen meetings and others as needed. Assists ad hoc committees in preparing their agendas and minutes and seeing they are filed with the Town Clerk within the proper time period.
4. The Administrative Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.
5. Assists in the preparation and research of budgets over which the Board of Selectmen has direct control; monitors and makes recommendations to the First Selectman for purchase orders and bid procedures. Assists in the preparation of the five-year Capital Plan and other budget related matters.
6. Assists the First Selectman and Fiscal Officer with budget preparations; secure information, assist with the preparation of materials for budget hearings and Town Meetings; assist with collating, assembling, and distribution to the Board of Selectmen and Board of Finance.
7. Oversees the liability, automotive and property insurance and safety and risk management functions. Communicate with insurance companies regarding questions and problems on coverage.
8. Administers maintenance and service contracts related to Town buildings by contacting outside services for needed repairs and maintenance. Assists in the approval of expenditures for equipment, repairs, improvements, supplies, etc.
9. Oversees maintenance of all office files including deeds to Town and liens; assures proper security, cash, and performance and subdivision bonds. Liaison with developers, Land Use Office personnel, and Town Counsel on preparation and renewal of bonds.

10. Prepares calls for Town Meetings; assure proper time scheduling for the publishing of legal notices and scheduling of Board of Selectmen's hearings, meetings, and Town Meetings. Coordinates Town-wide mailings for Town Meeting notices.
11. Prepare bid solicitations for Selectmen's Office and other departments as necessary; accepts sealed bids and holds bid openings.
12. Maintains files and records for appointment procedures regarding the filling of vacancies for appointed and elected positions and advises the Board of Selectmen. Notifies Town Clerk when new members are to be sworn in.
13. Maintains copy and fax machine and orders supplies and servicing as needed.
14. Assists the public with State Raffle applications and submits for State approval.
15. Collects fees for parking tickets.
16. Accept, track, and process Shade Tree donations.
17. Works with the Municipal Agent to maintain lists of food voucher recipients; sends out monthly vouchers.
18. Handles numerous incoming calls and incoming correspondence referring to appropriate staff or department; greets visitors to the Office of the First Selectman, responds to inquiries and requests; serves as central distributor of information about municipal, policies and procedures; assist with solving problems when possible or finding appropriate department to handle situation.
19. Is responsible for building scheduling for meetings, government organized functions and Old Town Hall rentals for private functions.
20. Prepares administrative and confidential letters as needed.
21. Handle special projects as requested by the First Selectman.
22. Must be willing to volunteer and/or assist in efforts associated with fundraising and public affairs.
23. Must function in the highest level of confidentiality due to the nature and content of work performed.
24. Assists the Personnel Administrator as needed.
25. Does other job related work as requested by the First Selectman.

Supervisory Responsibilities:

1. Supervises and coordinates daily operations of the Building Custodians. Manages, oversees, conduct performance evaluations, recommends discharges of custodial staff. Plan and organize staff work responsibilities. Approves time cards and records hours of work; conducts regular staff meetings.

Specific knowledge and skills required:

High school graduate or equivalent required. Associates degree in Business Administration or closely related field preferred. Minimum of four (4) years directly related office experience. Municipal office experience preferred. Must be willing to receive additional training and obtains certifications as required to perform the functions of the job.

1. Ability to write business correspondence.
2. Ability to effectively present information in one-on-one and small group situations to the public, clients, and other employees of the Town.
3. Proven skills in interacting and relating to the public and other employees to actively promote goodwill.
4. Basic math skills.
5. Must demonstrate the ability to use the Microsoft Office suite efficiently and learn other software as required.
6. Ability to apply common sense understanding to carry out written or oral instructions.
2. Ability to identify and resolve problems in an effective and timely manner.
3. Ability to work independently.

4. Ability to apply common sense understanding and emotional intelligence to carry out written or oral instructions.
5. Ability to show understanding and compliance with municipal, state, and laws.

Physical Demands

How much on-the-job time is spent performing the following physical activities.

Physical Activity	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand			X	
Walk		X		
Sit				
Use hands to finger, handle, or feel				X
Reach with hands and arms			X	X
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell	X			

Does this job require that weight be lifted or force be exerted? If so, how much and how often.

Lifts Weight or Exerts Force	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 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			

Specific vision requirements of this job

Close Vision	X
Distance vision	
Color vision	X
Peripheral vision	
Depth perception	
Ability to adjust focus	

Work Environment

How much exposure to the following environment conditions does this job require?

Environmental Conditions	Amount of Time			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Select the level of noise that is typical in the work environment for this job.

Very quiet conditions	
Moderate noise	X
Loud noise	
Very loud noise	

RECEIVED & FILED
IN WOODBURY, CT

This 17 day of Nov 2016
at 8:55 o'clock A M

Linda S. Park
Town Clerk