

**JOB DESCRIPTION
TOWN OF EASTON**

ADMINISTRATIVE ASSISTANT TO THE FIRST SELECTMAN

General Statement of Duties:

Performs general administrative and secretarial duties in the First Selectman's Office. Uses considerable judgment and discretion in making calendar appointments, handling correspondence and generally supervising the efficient operation of the administration office. There is frequent personal contact with the general public.

Supervision Received:

Works under the direct supervision of the First Selectman.

Supervision Exercised:

Manages the office operations. Acts in the First Selectman's behalf while carrying out various administrative duties.

Working Relationships:

Has contact with department heads and employees on an as needed basis regarding policies and procedures. Coordinates with commission chairpersons and board members to gather and disseminate needed information as requested by the First Selectman.

Illustrative Duties:

Prepare and modify documents including correspondence, reports, drafts, memos and emails.

Prepare agendas and acts as secretary to the Board of Selectman; record, compile, transcribe and distribute minutes of Board of Selectmen meetings; file the agendas, minutes and notices in a timely fashion with the Town Clerk.

Schedule and make arrangements for First Selectmen's attendance at meetings, conferences and special events as well as implement conference calls and remote/hybrid meetings.

Responsible for newspaper and website notices for bids, mailing of specifications, receiving bids, recording results, notifying appropriate department, scheduling award at Board of Selectmen meeting, and mailing award letters.

Responsible for Town Meeting notices, filing and recording of legal documents with the Town Clerk, publication of newspaper notices and assist with postcard mailings.

Prepare and assist completing letters for auditors as needed.

Track First Selectman and Town Hall budgets. Process and submit all bills for First Selectman and Town Hall expenses.

Work closely with department heads and First Selectman to maintain the town website, including creating, updating, editing and posting content in a consistent format.

Maintain and update listing of current members on various boards, commissions and committees. Prepare reports for vacancies and notify Town Committees and post to website. Coordinate appointment information for BOS. After appointment, notify appointees and Town Clerk. Send letter to renewed/new Commission/Board member to come to Town Clerks' office to be sworn in. Update website with Board Member information as needed.

Check and process all purchase and payment orders, maintain vendors list for accounts payable and be sure the proper budget numbers are on the payment orders.

Responsible for typing and recording agendas and minutes pertaining to all subcommittees of the Board of Selectmen and committees on which the First Selectman is a voting member.

Keep First Selectman advised of all letters and/or memos requiring follow-up.

Provide administrative support for Board of Selectmen initiatives, including but not limited to employee evaluations and town's Workplace Safety Plan.

Perform simple spreadsheet analyses.

Coordinate with town's external IT provider.

Provide occasional assistance to the Finance department.

Answer front desk phone when receptionist is unavailable.

Help implement the Town of Easton Workplace Safety plan.

Assists other support services as required.

Performs related duties as required.

Post weekly, Friday announcement by the First Selectmen on the website.

Send monthly welcome letters to new residents.

MINIMUM QUALIFICATIONS

Knowledge, Skill and Abilities:

Excellent secretarial and communications skills.

Working knowledge of MS Office (Word, Excel, Outlook, PowerPoint, and Access).

Working knowledge of departmental operations, policies and procedures, rules and regulations.

Knowledge of laws and ordinances relating to the operation of the Town.

Ability to communicate and establish effective working relationships with management, co-workers, the public and Town Officials.

Good organizational skills, freedom to work extra time as necessary to complete tasks.

Ability to maintain confidentiality is essential.

Must have a thorough knowledge of the responsibilities of each department and a good understanding of the process of local government.

Ability to plan and devise office procedures and to supervise or perform clerical operations.
Ability to make decisions independently in accordance with rules, procedures and policies.

Ability to devise and maintain complex records, to assemble and organize data and to prepare reports from such material.

Experience and Training:

An Associate Degree from an accredited college or university in an Administrative Assistant program or related field and at least two (2) years of responsible administrative assistant experience with preferred experience at the administrative assistant level. Prior supervisory experience preferred **OR** any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.