

TOWN OF CANTON

TITLE: Executive Assistant

CLASS: Exempt

DEPARTMENT: Office of the Chief Administrative Officer

DATE : September 8, 2021

POSITION DESCRIPTION

Serves as the principal administrative aid to the Chief Administrative Officer. Under the direction and supervision of the Chief Administrative Officer or his/ her designee, the Executive Assistant performs, coordinates and oversees technical and administrative duties in support of the Chief Administrative Officer, First Selectman and Board of Selectmen, including confidential office duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Performs a wide variety of administrative duties as required by daily operations in the Office of the Chief Administrator and the First Selectman.
- Plans and organizes work according to standard office procedures.
- Organizes own work and sets priorities and deadlines.
- Assists in the recruitment, onboarding and separation process for Town staff.
- Researches and analyzes routine administrative projects.
- Ensures that all personnel information including hires, promotions, transfers, performance reviews and terminations, salary and other records are current, accurate and maintained in a confidential manner.
- Coordinates the recruitment and hiring procedures for the Town.
- Coordinates the employee assistance program and random drug testing programs.
- Assists departments in uploading RFPs to the Town's website and to the State Contracting Portal.
- Independently responds to letters and general correspondence of a routine nature.
- Screens telephone calls, correspondence and other inquiries, greets visitors, ascertains nature of business and refers to appropriate office/ person when possible.
- Assists in preparation of Town budget by preparing department spreadsheets, compiling information, proofreading and collating materials for inclusion in budget document.
- Handles confidential correspondence on behalf of the Chief Administrative Officer.
- Establishes and maintains complex and sensitive office files, personnel folders and employee attendance records.
- Coordinates the Chief Administrative Officer's daily schedule and appointments.
- Administers Town wide postage machine by monthly reporting and adding of funds.
- Acts as a recording secretary for multiple subcommittees when necessary.
- Organizes and prepares materials for publication such as union contracts, administrative policies and regulations, and program guides.
- Coordinates production and distribution of various communication pieces to residents including the Annual Town Report.
- Assists the First Selectman with the coordination of the Memorial Day Parade and Ceremony.
- Assist with meeting OSHA requirements including maintaining and publishing the OSHA 300 Log.
- Assists in processing Workers Compensation claims.
- Assists with the administration of the Family Medical Leave Act requirements, including monitoring time off and back to work requirements.
- Responds to information inquiries and requests from elected and appointed officials and the general public and makes appropriate referrals.

- Maintains list of appointed officials and appointment notices and coordinates the reappointment process.
- Prepares proclamations and letters of recognition for Board of Selectmen.
- Assists with maintenance of Town's website.
- Performs related work as required or requested by the Chief Administrative Officer and/ or his/ her designee.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Familiar with the principles and practices of public administration and the ability to work within the structure and operation of municipal government.
- Considerable ability to follow established priorities, meet deadlines and maintain quality of work in multitask settings.
- Considerable knowledge of office computer programs, networks, internet and basic website maintenance.
- Commitment to excellence in customer service.
- Thorough knowledge of modern office practices.
- Ability to digest, review and disseminate large quantities of information to the proper authorities.
- Ability to use tact, discretion, initiative and independent judgment.
- Ability to handle and process high volume of paperwork accurately and efficiently and maintain complex file and record systems.
- Ability to work with a minimum of supervision.
- Ability to compose clear and correct correspondence independently or from brief instructions.
- Ability to perform basic mathematical computations.
- Ability to communicate effectively with the public, and an ability to establish and maintain effective working relationships with Town officials, staff, the general public and Town Hall patrons.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain strict confidentiality of information as necessary.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee may be exposed to wet and/ or humid conditions, or airborne particles. The employee will be required to provide his/ her own transportation.

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled work day to meet cyclical workload.
- Ability to observe and interpret situations; read and interpret data, information and documents.
- Ability to analyze and solve complex problems; use math and mathematical reasoning.
- Works in office setting subject to continuous interruptions and background noises.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time.

REQUIRED MINIMUM QUALIFICATIONS

- The skills and knowledge required would generally be acquired with an Associates Degree with a minimum of two (2) years of increasingly responsible work experience in an executive level administrative office function including significant public contact (preferably in municipal government) or similar combination of education and experience.

LICENSE OR CERTIFICATE:

- Must possess a valid driver's license.