USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Executive Administrative Assistant**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Executive Administrative Assistant** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **Non-Exempt** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of secretarial, paraprofessional and administrative work of a confidential and responsible nature for [chief administrative/executive officer]. Responsible for providing comprehensive support to the [chief administrative/executive officer]’s office.

**Supervision Received:**

[Chief administrative/executive officer].

**Supervision Given:**

Insert position (if any) that reports to Executive Administrative Assistant

**Examples of Essential Functions:**

1. Develops [or “Assists in the development of”] and implements policies and procedures necessary to ensure efficient operation of [chief administrative/executive officer]’s office.
2. Receives communications, requests and complaints and coordinates response to same with appropriate [Town/City] officials and departments.
3. Prepares, or assists in the preparation of, and types correspondence, communications, reports, records, and other documents.
4. Receives, prepares, or assists in the preparation of, and maintains confidential communications and records.
5. Assists in preparation and publication of, and maintains, policies and directives, distributes or communicates policies and directives as appropriate.
6. Develops and/or maintains a [an electronic] system of documenting communications, requests, complaints and responses in manner compliant with applicable State records retention requirements.
7. Develops and/or maintains a [an electronic] document management or filing system for policies, directives, records and documents of [chief administrative/executive officer]’s office in manner compliant with applicable State records retention requirements.
8. Prepares, or assists in the preparation of, agendas, packets and related materials for [legislative body] meetings and meetings of other assigned boards and committees; distributes agendas, minutes, packets and related materials in both hard copy and electronic format as required.
9. Maintains and coordinates follow through on action items of [legislative body] and assigned boards and commissions.
10. Assists with scheduling of [legislative body] and other board and commission meetings; coordinates dates, times, locations and required resources.
11. Coordinates and maintains [chief administrative/executive officer]’s calendar and schedule; coordinates meeting dates, times, locations and required resources.
12. Compiles and maintains data and information for contracts, reports and grants.
13. Assists in preparation of budget projections and proposed budget, assists in implementing and monitoring compliance with approved budget for [chief administrative/executive officer]’s office.
14. Prepares purchase orders and processes invoices, resolves discrepancies and ensures timely payment.
15. Coordinates the maintenance of [chief administrative/executive officer]’s office equipment, maintains office supplies and coordinates the purchase of same.
16. Assists in maintaining social media presence and responding to related inquiries.
17. Answers phone and greets patrons.
18. Receives and implements written and verbal directives of the [chief administrative/executive officer].
19. Reviews, recommends and implements new and innovative technology relating to public records.

**Other Job Functions:**

1. Perform all related work as needed.
2. [Serve as Notary Public for internal office purposes].

**Minimum Qualifications:**

**Education & Experience:**

1. Associate’s degree with course concentration in public administration, business administration or a closely related field [Bachelor’s degree preferred].
2. A minimum of X years of progressively responsible municipal or office management experience.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of standard business office practices, procedures, equipment and administrative support techniques.
2. Knowledge of the functions, activities, and responsibilities of municipal government operations.
3. Knowledge of business English, grammar, spelling, and punctuation.
4. Ability to work independently.
5. Ability to use judgment and discretion in handling confidential or sensitive material and projects.
6. Ability to work with a high degree of efficiency and accuracy in recording and producing information and materials.
7. Ability to develop, implement, and maintain a variety of complex manual and electronic filing systems.
8. Ability to independently compose or prepare correspondence, reports, and other assignments with clearly organized thoughts using proper sentence construction, punctuation and grammar.
9. Ability to effectively communicate with individuals in person or by telephone using tact, diplomacy, and sensitivity.
10. Ability to exercise judgment and discretion in managing and/or diffusing challenging or stressful situations.
11. Ability to interact in a positive and effective manner, and to establish and maintain effective working relationships with [Town/City] officers, officials, employees, boards and commissions, and the general public using principles of good customer service.
12. Ability to identify and search for information required to resolve problems, answer customer inquiries, requests for assistance, and complaints.
13. Ability to manage multiple priorities and prioritize work assignments to meet established deadlines.
14. Ability to develop and maintain schedules such as those associated with notices, meetings and public hearings.
15. Ability to take minutes of meetings, produce correspondence and reports.
16. Ability to follow complex oral and written instructions and directions.
17. Ability to perform accurate arithmetic and accounting calculations.
18. Ability to apply or adapt instructions or procedures from one assignment to another.
19. Strong organizational skills to function effectively in a multi-task environment, planning and prioritizing several on-going tasks.
20. Skill in the use of office equipment and computers, including [insert specific software].

**Additional Eligibility Requirements:**

1. Resident of [Town/City] [residency requirement if applicable].
2. [Must possess, or obtain within X months of start date, and maintain a certificate of appointment as a Notary Public].
3. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to sit, stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to **X** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus and ability to remain exposed to video display terminals daily for extended periods of time. Vocal communication is required for frequent expression or exchange of ideas by means of the spoken word or by telephone. Hearing is required to perceive information at normal spoken work levels.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. The noise level in the work environment is usually quiet, but work is subject to regular interruption and background noise.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**EEOC Statement:**

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.