

**TOWN OF STONINGTON  
JOB DESCRIPTION**

**EXECUTIVE ASSISTANT TO FIRST SELECTMAN**

**NATURE OF WORK:** This is responsible, complex and confidential support services for the First Selectman in administering the affairs of the Town. The position is classified as confidential, and is not part of a bargaining unit. The work involves providing recording secretary services to the Board of Selectmen and the Stonington Resource Recovery Authority.

Work assignments are generally given with broad statements of objectives and performed with a considerable degree of independence. Work is reviewed for the achievement of desired results.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

Plans, organizes and executes work according to standard procedures and oral directions from the First Selectman. Responsible for administering office budget.

Acts as liaison between First Selectman and department heads and public; transmits and explains First Selectman's directions, and follows up for compliance, completeness, and conformance with deadlines.

Work also involves important contacts with officials of other governmental and private agencies and the general public.

Provides assistance to various boards and commissions as needed including keeping track and advising members of when their terms will expire and updating the Boards and Commissions list.

Drafts correspondence, proclamations, and speeches. Screens telephone calls, schedules appointments and meetings.

Consults with members of Board of Selectmen in the preparation of agendas and schedules meetings. Attends Board of Selectmen meetings, records Minutes, generates correspondence regarding Board actions and follows up on issues.

Keep emergency contact information and Emergency Operations Plan updated.

Complete yearly Emergency Management Performance Grant and quarterly reimbursement documents with backup data.

Pay bills pertaining to Emergency Management.

Take mandatory on-line Emergency Management classes.

**OTHER JOB FUNCTIONS**

Performs related work as required.

**REQUIREMENTS OF WORK**

Associate Degree in Secretarial Science or Business Administration; or Certificate in Secretarial Program; five years experience in an office administrative or executive secretarial position; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

## EXECUTIVE ASSISTANT TO FIRST SELECTMAN

Thorough knowledge of business English, grammar, punctuation and arithmetic.

Thorough knowledge of the functions, laws, rules, regulations and policies of the Town, or the ability to acquire such knowledge during a reasonable period of training.

Considerable knowledge of computer software as applied to office applications.

Considerable knowledge of office practices and procedures including the operation and care of standard office equipment.

Ability to attend night meetings.

Ability to organize and express thoughts and ideas orally and through written communications.

Ability to exercise mature judgment, maintain confidentiality, and make responsible decisions in accordance with established policies and procedures.

Ability to prioritize, organize and perform work independently.

Ability to plan and maintain record keeping systems.

Ability to compose and prepare effective correspondence.

Ability to establish and maintain effective working relationships with other employees, public officials and the general public, and to effectively and discreetly convey information.

## NECESSARY SPECIAL REQUIREMENTS

Valid driver license.

## 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties, as described. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. An ability to adapt to varying work situations and establish and maintain harmonious working relationships with others is also required.

**\*\*\*\*This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. \*\*\*\***

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