

EXECUTIVE ASSISTANT – FIRST SELECTMAN

Full Time – 35 hrs/week. Exempt, non-union position. Salary range \$51,687-\$53,687 w/benefits plus stipend for performing Emergency Operations support duties. Associate Degree in Secretarial Science or Business Administration; or Certificate in Secretarial Program; five years of experience in an office administrative or executive secretarial position; or any equivalent combination of relevant training and experience.

Thorough knowledge of the functions, laws, rules, regulations, and policies of the Town or the ability to acquire such knowledge is required. Thorough knowledge of Microsoft Office software is required. Ability to attend at least two (2) evening meetings per month is required. Knowledge of MUNIS accounting software is a plus.

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 as necessary
- 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
- Drafts correspondence, proclamations, and speeches. Screens telephone calls, schedules appointments and meetings
- Interacts with officials of other governmental and private agencies and the general public while providing assistance to various boards and commissions as needed
- Keep emergency contact information and Emergency Operations Plan updated
- Complete yearly Emergency Management Performance Grant and quarterly reimbursement documents with backup data

Background and credit check will be performed. **The Town of Stonington may conduct a urinalysis drug test as part of the application process if required. The urinalysis drug test will be performed using a reliable methodology. The results of any such test shall be confidential and shall not be disclosed by the employer or its employees to any person other than any such employee to whom such disclosure is necessary; the results shall be maintained along with other employee medical records.**

Resumes are now being accepted in the Administrative Services Department, Stonington Town Hall, 152 Elm Street, Stonington, CT 06378 and must be received by 3:30 pm on, Friday, November 4, 2016. **E-MAIL OR FAXED RESUMES WILL NOT BE ACCEPTED.** The Town of Stonington is an EOE.