



## EXECUTIVE ASSISTANT

### **Position Purpose:**

The purpose of this position is to provide direct assistance to the Town Administrator and Board of Selectmen using independent judgment and knowledge of all aspects of the Town of Hubbardston. The incumbent conducts highly responsible administrative duties of significant difficulty and is responsible for producing professional work products; performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties of a diverse nature, from routine to complex, requiring a high degree of motivation and initiative, use of independent judgment in decision making and thorough knowledge of departmental operations to complete tasks at hand, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

*Supervision Received:* Works independently and sets own daily work plan; exercises independent judgment on day-to-day matters; only unusual situations are referred to the Town Administrator.

*Supervision Given:* Directs and supports the Town Custodian.

### **Job Environment:**

Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions. Remote work is possible for some of the position's duties.

Operates computer, calculator, telephone, copier, facsimile machine, and all other standard office equipment.

Makes frequent contact with the general public, other municipal departments, local and state officials and/or representatives from governmental agencies, civic groups and businesses. Contacts are primarily in person and by telephone, and involve discussing routine to complex issues and/or information. Contacts with the public require considerable patience and courtesy.

Has access to department-level confidential information which requires the application of appropriate judgment, discretion and professional office protocols; confidential information may include employee discipline matters, legal matters, policy concerns, etc.

Errors could result in considerable confusion and delay, adverse public relations, and have financial and legal repercussions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Records and transcribes meeting minutes of Board of Selectmen meetings.

Maintains agendas and posts meetings; provides documents to Board of Selectmen in advance of each meeting.

Screens telephone calls; responds to inquiries and makes referrals; provides assistance to the public and town departments.

Maintains personnel files, complies with state and federal recordkeeping and employment notices and posts mandated employment notices.

Advertises and posts town employment opportunities. Posts and advertises volunteer opportunities.

Coordinates pre-employment and injured on-the-job-physicals, and provides appropriate paperwork as needed.

Processes CORI checks on personnel and town volunteers as needed.

Assists Treasurer with personnel duties; sending annual wage authorization letters, creating new employee paperwork folders, collecting new employee paperwork, providing Personnel Policy handbooks, annual sexual harassment policy and other tasks as needed.

Assists in the management of employee accruals.

Collects annual reports from other boards/departments; formats final report and arranges for printing of annual report as well as posting it on town website.

Coordinates liability/property insurance claims, accident reports.

Coordinates printing, formatting and mailing of special/annual town meeting warrants.

Bills pertinent departments for electrical service and pays all town phone bills.

Performs administrative tasks; prepares correspondence and reports; collects mail and files correspondence and documents; maintains office files and a variety of other records in both paper and computerized format in an organized fashion to ensure easy retrieval of information.

Orders janitorial and office/copier supplies for the Slade Building, Library and Library Basement. Orders office supplies for Town Administrator.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Associates degree in related field desirable and at least five years of progressively responsible administrative experience within a municipal government office; or any equivalent combination of education and proven administrative experience.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Good working knowledge of the Town's bylaws, policies and procedures, the Conflict of Interest Law and Open Meeting Law, and other laws pertinent to the job. Knowledge of municipal government and the Commonwealth of Massachusetts helpful. Thorough knowledge of office procedures, practices and terminology necessary.

*Ability:* Ability to maintain highly confidential information. Ability to organize time and prioritize to meet deadlines must work independently and prioritize tasks. Ability to work with close attention to detail. Ability to deal effectively and tactfully with the public. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow. Ability to communicate effectively with the public, co-workers, other employees, departments, officials, and other agencies. Ability to maintain detailed budget accounts, financial records, and clerical records.

*Skill:* Superior administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, database, and spreadsheet applications. Excellent customer service, organization, and written and oral communication skills. Skill in all of the above listed tools and equipment.

#### **Physical Requirements:**

*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 the Executive Assistant, the employee is required to: interact and communicate frequently with: the public; all Town boards, committees, commissions and officials; Town staff and employees; state, federal, county, district, and regional government officials, employees and staff; civic and community organizations; and/or third parties transacting business with the Town; operate standard office equipment including computers and keyboards, at efficient speed; and move throughout the municipal office. Lifts/moves objects weighing up to 10 pounds.

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