



Job Title: Executive Assistant	FLSA: Exempt Salary
Department: Administration	Reports to: Town Manager
Pay Level: 0-6	Pay: \$38,652.00/year

Position Overview: Performs responsible administrative work for the Town Manager requiring strong organization, project coordination and tracking, report writing, and research skills. The position reports to the Town Manager under a Charter Council-Manager form of government.

Essential Job Functions

- Research a variety of information sources and compiles reports; prepares correspondence for the Town Manager from verbal instructions, marginal notes or dictation.
- Work as a team with town management and elected officials. Builds relationships with diverse stakeholders throughout the community and region.
- Assists with preparation of Town Council agendas, supporting materials, recordation of documents, indexing, scanning, recording and transcribing minutes.
- Types personnel, financial and other Town business of a confidential nature and maintains confidential files.
- Be creative businesslike, practical, and action oriented in problem solving. Communicate effectively in listening, speaking, and writing.
- Deliver assignments and projects thoroughly complete, on budget and on time.
- Provide information on request on a variety of administrative policies and related regulations and rules.
- Performs related tasks as required.

Requirements

- An associate’s degree in Business or Office Administration preferred.
- Any combination of education and experience equivalent to graduation from high school.
- Relevant experience with some of the following fields is desirable; municipal government, real estate, urban planning, engineering, labor relations, industry and finance.

Other Skills/Abilities

- Knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the Town by combining the appropriate people, resources, processes and time to successfully achieve results working in a public environment.
- Requires the professional ability to analyze, innovate and solve complex municipal problems with initiative and working as a team member in a dynamic environment.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.