

TOWN OF WESTON
ADMINISTRATIVE ASSISTANT

Position Purpose:

The purposes of this position are to provide administrative, secretarial and clerical services and related work products in support of the First Selectman and Town Administrator. S/he relieves executive professionals of details relating to office operations and the administration of assigned areas of responsibility by coordinating matters requiring the attention of the Office; by assuring that matters are processed in a timely manner; by maintaining calendars and issuing reminders of pending matters and meetings; by preparing and producing correspondence, minutes, agendas and reports; by initiating communications with the involved parties and staff to facilitate pending matter resolution. The incumbent is required to function as a confidential secretary because of the nature and content of the work performed. The Administrative Assistant is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs a variety of secretarial, clerical and administrative duties requiring the exercise of considerable judgment, a broad knowledge of office and municipal operations, and the ability to work with numerous interruptions; is responsible for following through to completion of projects.

Supervision Received: Works under the general direction of the First Selectman and Town Administrator following professional standards, procedures and policies.

Supervision Given: None

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the general public. Taking minutes for boards and commission are conducted in conference and in large meeting rooms.

Requires the operation of telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with other municipal departments specifically department heads, Town Administrator, First Selectman and general public, and periodic contact with Board of Finance, Board of Selectman, elected officials, state agencies, federal agencies, regional agencies, town attorney, other municipalities, and insurance companies; communication is frequently in person, by telephone, fax, email in writing or at meetings.

Errors in judgment or omissions could result in delay of services or rework, monetary loss, and legal ramifications.

Has access to extensive confidential information such as personnel records, and litigation.

Essential Job 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.)

- Prepare agenda and materials for Board of Selectmen's meetings by gathering appropriate documents, typing memos or correspondence, collating materials; notify appropriate parties of agenda items; take and type minutes of the Board of Selectmen's meetings and file with town clerk when approved.
- Serve as Town receptionist for phone calls and public visitors to Town Hall; serves as central distributor of information about municipal operations, policies and procedures; assist with resolving problems when possible or finding appropriate department to handle situation
- Prepare and type correspondence for First Selectman, Board of Selectman, Town Administrator and Finance Director as needed
- Manages office for First Selectman by: maintaining files, records and confidential materials; handling calendar and appointments for First Selectman; coordinate gathering of information for First Selectman
- Manage administrative duties such as: processing health insurance applications for employees; processing workers compensation claims; processing tag sale permits; processing transfer station sticker sales; maintaining OSHA log, etc
- Works with First Selectman and Town Clerk to insure all appointments and reappointments to boards and commissions or committees is handled on a timely basis
- Assist with collating, assembling and distributing the Town Budget for the Board of Selectman, Board of Finance and Town Meeting

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Assists other departments, offices or staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with an associate's degree and more than 3 years of executive secretary, paralegal or similar position, and demonstrate progressive administrative experience and customer service/public relations experience preferred, or any equivalent combination of education, work experience and training

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of excellent office administrative practices and how to efficiently and accurately use word processing, spreadsheets, database, electronic mail, and information technology to provide for the effective records maintenance; working knowledge of municipalities to develop and maintain effective administrative techniques, understand procedural requirements for the office, process forms and fees and know how to provide responsive services.

Ability: Ability to acquire working knowledge of municipal activities, internal procedures, budgeting and First Selectman's Office needs without direct supervision; ability to oversee and maintain detailed and accurate records using data processing; ability to learn new computer technology; ability to establish and maintain effective working relationships with town staff, officials, and the public; ability to learn and support the timely flow of information through the office and its administrative concerns; ability to differentiate differences between public and confidential information and maintain appropriate discretion; ability to be flexible in responding to work demands that are subject to varied conditions; ability to manage multiple priorities; ability to plan and prioritize assignments to meet established statutory deadlines.

Skill: Excellent verbal and written communication; aptitude for working with people and maintaining effective working relationships with various groups; must have strong personal organizational skills highly proficient skills in the use of office computers; skill in using the above mentioned office equipment; skills associated with handling numerous projects at one time.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related -extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			

Vibration	X			
Other-Describe				
Other-Describe				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Dealing with constant interruptions				X
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.) FINAL APPROVAL DATE: December, 2006