

## Middletown, CT Job Description

<b>Classification Title</b>	Executive Assistant, Senior
<b>Job Code</b>	
<b>Department</b>	Mayor's Office
<b>Union Group</b>	Non-Representation
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to perform confidential administrative aid and support for the Mayor and Chief of Staff. Provides supervisory oversight of Mayor's staff. provide complex, confidential administrative support to the Mayor, Mayor's Assistant (and Special Project Manager), to administer special projects, and to oversee administrative work. The work is performed under the direction of the Mayor.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Maintains and administers the Mayor's calendar.;sSchedules appointments and meetings.; facilitates the management of the Mayor's workload. Prepares meeting materials. Makes travel arrangements for the Mayor.
- Acts as liaison to the Mayor; greets visiting dignitaries, city personnel and the public; screens all incoming phone calls. Responds to general inquiries; explains Mayor's directives, etc.Manages daily operations of office. Supervises office staff regarding daily tasks. Delegates work to staff. Responds to calls and inquiries. Greets visitors, personnel and public. Responds to correspondence and memos.
- May be required to attend meetings and represent the Mayors interests. Takes and transcribes dictation. Reviews contracts to ensure proper processing. Prepares proclamations and citations. Compiles and maintains manuals. Updates and maintains files. Prioritizes mail for processing.
- Takes and transcribes dictation; types all letters and correspondence for the Mayor; composes letters and memos upon request. Prepares meeting materials.Oversees needs of office equipment. Determines and orders office supplies.
- Maintains and updates files in accordance with Freedom of Information laws and state statutes. Compiles and maintains various policy manuals.Develops and monitors department budget. Determines needs of Mayor's Office. Prepares requisitions and purchase orders. Reviews and prepares bills for payment. Codes credit card transactions for payment. Tracks department expenditures and budget.

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- Facilitates special projects. ~~;-e~~Coordinates special events with City departments, area businesses and local, state and federal agencies. Sets time tables for event. Assigns and carries out specific tasks for the event.
- ~~Opens, date stamps and distributes office mail; reviews incoming contracts and correspondence for the Mayor.~~Prepares and coordinates financial matters to fiscal year end activity. Ensures sufficient funds are encumbered and committed to year end liabilities.
- ~~Performs data entry on requisitions and purchase orders for the Mayor's signature; reviews and prepares bills for payment.~~
- ~~Maintains office equipment; orders office supplies; maintains and administers voice mail.~~
- ~~May be required to fill in for~~Acts as ~~-~~Council Clerk during absence. Prepares Common Council agendas and meeting materials. Prepares minutes as needed. Prepares and advertises legal notices. Coordinates with Police Department for delivery of agendas to Council.
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Associate's degree in Business or related field and at least two years of experience in office work. ~~Secretarial Science or a related field with (three) five years of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

#### Other

- Position requires Notary Public certification.

### PREFERRED QUALIFICATIONS

Bachelor's degree and at least four year of confidential, administrative experience.

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### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Ability to maintain confidentiality~~
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the a~~Ability to act as a lead person.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, contracts, calendars, meeting minutes, charters, statutes, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Mayor and all department staff, Department Heads, state and federal agencies, vendors, visitors and the public. Must possess strong organizational skills~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals. Ability to maintain department purchasing and payments~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position

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- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

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~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing and balancing.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/06/15
<b>Dates revised</b>	