



**TOWN OF COLCHESTER
FIRST SELECTMAN'S OFFICE**

POSITION ANNOUNCEMENT

Job Title: Executive Assistant to the First Selectman
Pay Range: Low to mid-\$40K's
Full-Time: Monday - Friday, 8:00 a.m. – 4:30 p.m. Required evening meetings include Board of Selectman, specified budget meetings, and any other duties assigned by the First Selectman.

General Duties

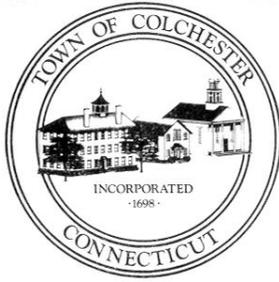
Highly responsible, general administrative work as the First Selectman's chief staff assistant. Responsible for various organizational, administrative and program coordinating functions under the direction of the First Selectman. Assist the First Selectman in administrative functions of the Town and in coordinating the operations and services of the departments. Coordinates a variety of special projects and provides technical and administrative support of a complex and confidential nature. Work relates to broad administrative policy-making activities.

Experience and Education

Bachelors Degree or Equivalent Experience, Master's Degree in Public Administration or related field preferred. Minimum of two years of administrative, office management, and/or support of executive officer(s), preferably in a municipal or state setting. Candidates with a career track of town/city management preferred. The previous Executive Assistant left to become an Assistant Town Manager.

##

All applicants must submit a completed Town of Colchester Employment application (available at www.colchesterct.gov and in the First Selectman's Office) and resume to Gregg Schuster, First Selectman, 127 Norwich Ave, Suite 201, Colchester, CT 06415. Deadline for applications is October 4, 2013. EOE/AA



Town of Colchester Job Description

First Selectman's Office Executive Assistant to the First Selectman

GENERAL STATEMENT OF DUTIES

Work in a safe and responsible manner, including following both OSHA and Town of Colchester safety policies.

Highly responsible, general administrative work as the First Selectman's chief staff assistant. Responsible for various organizational, administrative and program coordinating functions under the direction of the First Selectman. Assist the First Selectman in administrative functions of the Town and in coordinating the operations and services of the departments. Coordinates a variety of special projects and provides technical and administrative support of a complex and confidential nature. Work relates to broad administrative policy making activities.

WORK SCHEDULE

- Monday-Friday, 8:00 a.m. – 4:30 p.m. (primarily)
- Required evening meetings include Board of Selectman, specified budget meetings, and any other meetings assigned by the First Selectman.

SUPERVISOR

Works under the direct supervision of the First Selectman

The following is an illustrative and non-exhaustive list of duties:

- Responsible for general office management of the First Selectman's office.
- Research information used in developing policies and procedures and make specific recommendations for action.
- Assist the First Selectman in the implementation of ordinances and administrative policies.
- Assist in the preparation of internal and external communications, including press releases, reports, correspondence, and replies to requests for information.
- Assist in the preparation of the annual budget.
- Conduct special studies and prepare reports for the First Selectman and the Board of Selectmen.
- Communicate with local, state, federal and regional governmental agencies.
- Respond to inquiries from the public, staff, and board members based on knowledge of programs and operations
- Oversee and manage hiring and HR processes for all departments, including advertising for vacant positions, managing the HR bulletin board, handling internal correspondence, and other related tasks.
- Support and assist all departments on compliance with town policies and procedures.
- Monitor department head action items to ensure timely and accurate response.
- Oversee and manage grant database and liaise with department heads on grant administration.

- Attend all Board of Selectmen and Commission Chairmen meetings to take and distribute minutes, post agendas, and prepare member informational packets.
- Assist the First Selectman in overseeing all bid processes administrated by department heads.
- Work with Town Clerk's office to advertise and fill board and commission vacancies.
- Work with Information Technology Coordinator and assist with IT-related policies, procedures, and troubleshooting issues.
- Manage planning process for the Memorial Day Parade.
- Oversee and process updates to the town website.
- Supervise activities of the First Selectman's office staff and volunteers.
- Assist Animal Control Officer with advertisements, complaints, and reports.
- Responsible for all town hall meeting room use and reservations.
- Responsible for requests for vendor's permits, bazaars, and raffles and filing with the State of Connecticut.
- Oversee First Selectman's office filing system.
- Assist First Selectman with overall management of the town hall, including security issues, key tracking, and building safety policies.
- Produce records in accordance with the Freedom of Information Act.
- Other duties as assigned by the First Selectman.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Must have:
 - a) Strong interpersonal skills and ability to work well with the public.
 - b) Excellent written and oral communication skills.
 - c) Ability to handle confidential matters.
 - d) Telephone and organizational skills.
 - e) Excellent typing skills; at least 55wpm.
- 2) Must be able to:
 - a) Work independently.
 - b) Maintain accurate records.
 - c) Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.
 - d) Effectively operate Word, Excel, Outlook, Access, or comparable computer programs.

EDUCATION AND EXPERIENCE

- Bachelors Degree or Equivalent Experience
- Minimum of two years of administrative, office management, and/or support of executive officer(s), preferably in a municipal or state setting.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester safety policies.

Full-time; non-union; salary; exempt

This job description is not all-inclusive and is subject to change by the Board of Selectmen at any time.