

Executive Assistant to the Town Manager

Definition:

The Executive Assistant to the Town Manager plays a critical role in supporting the Town Manager's office by providing highly sensitive and confidential assistance in managing office operations and carrying out public purchasing duties. This position requires independent judgment, technical expertise, and a deep understanding of overall Town activities. The Executive Assistant performs various responsibilities including administrative tasks, public communication, event coordination, and procurement management.

This is a full-time, salaried, confidential position. This is a 40 hour a week position, Monday through Friday with additional time, may be required to occasionally attend meetings or functions outside of regular office hours.

Supervision:

Under the general direction of the Town Manager and Assistant Town Manager, the Executive Assistant works with a high level of autonomy. This role involves prioritizing tasks, making independent decisions, and managing responsibilities with discretion and initiative.

Responsibilities:

- Provide comprehensive executive-level administrative support for the daily operations of the Town Manager's Office.
- Prepare and process, letters, memoranda, and correspondence of a public and confidential nature.
- Assist in the preparation of reports, memos, presentations, etc. for meetings and public announcements.
- Maintain the Town Manager's appointment schedules, calendars, and travel arrangements for business meetings, seminars, and conventions.
- Post information to the Town website, as directed.
- Develop and recommend office procedures and systems to ensure smooth office operations.
- Respond to inquiries and furnish information to the public, media, and outside agencies regarding town policies, regulations, and department functions.
- Execute specialized, complex administrative tasks with confidentiality, including managing records, files, and sensitive documents.
- Represent the Town as a primary contact for the public, businesses, and governmental entities.
- Facilitate meetings, events, public forums, ceremonies, and celebrations involving government officials and the public.
- Manage department files, including personnel, procurement, and project files; assist in budget preparation and maintenance.
- Administer and manage various public purchasing processes, ensuring compliance with procurement laws and regulations.
- Oversee and assist departments with procurement in order to ensure compliance. Maintain and archive procurement files.

- Responsible for procurement of Town Hall office equipment such as copiers, postage machine, fax machine as well as supplies, warranties and maintenance or such equipment.
- Oversee procurement of Town Hall office equipment and supplies, including maintenance and warranties.
- Assist all departments as needed, including supporting the Select Board Secretary during absences.
- Support the preparation and production for Town Meetings, ensuring compliance with local and state requirements.
- Perform research, prepare reports, and provide recommendations on administrative and procedural matters.
- Prepare and/or provide backup to the preparation of payroll and benefits.
- Maintain confidentiality of sensitive information, including personnel records, procurement files, and negotiation positions.

Recommended Minimum Qualifications:

- Bachelor's degree or equivalent experience.
- Five (5) years of executive-level administrative, supervisory, or lead experience in a related field.
- Experience in a municipal setting and public procurement preferred.
- MCPPO certification preferred.

Knowledge, Ability, and Skill:

- Proficiency in technical, specialized administrative tasks requiring independent judgment.
- Strong organizational skills, ability to prioritize, meet deadlines, and coordinate projects.
- Effective communication with various stakeholders, including co-workers, public officials, and the general public.
- Understanding of municipal government procedures, operations, and functions.
- Skilled in computer applications, office equipment, and record-keeping.
- Ability to work independently, maintain detailed records, and prepare reports.
- Tactful and effective interaction with the public and town departments.
- Knowledge of Massachusetts General Laws, state procurement laws, and town bylaws.
- Ability to work under pressure and adapt to changing situations.

Physical Requirements:

- Mobility to work in a standard office setting and operate office equipment.
- Ability to lift and carry materials weighing up to 10 pounds.
- Visual acuity to read printed materials and computer screens.
- Clear hearing and speech for communication in person and over the telephone.

Position Purpose:

The Executive Assistant to the Town Manager provides senior-level administrative support for the Town Manager's office. This role involves maintaining confidentiality, overseeing office operations, managing procurement, coordinating events, and facilitating effective communication with stakeholders.

Essential Functions:

- Assist the Town Manager's daily operations with administrative, communication, and coordination tasks.
- Maintain confidentiality of departmental information and handle public inquiries and complaints.
- Manage records, files, and documents while adhering to established procedures.
- Represent the Town to the public, businesses, and governmental entities.
- Oversee procurement processes, office equipment, and supplies.
- Support event coordination, budgeting, and Town Meeting preparation.
- Perform similar or related tasks as required.

This job description is intended to outline the primary responsibilities, qualifications, and essential functions of the position. It is not an exhaustive list of all duties that may be assigned and may be subject to change as needed.

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. 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.