



Executive Assistant to the Town Commission/Special Events Coordinator

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Administration

Supervises: None

Position Reports To: Town Commission & Town Manager

Sworn: No

Job Specifications

NATURE OF WORK

This position is responsible for managing and organizing the Town Commission's daily activities, and includes secretarial, office support, ceremonial, media, and public contact work, often of a confidential nature, providing advanced administrative assistance to each member of the Commission. Work includes managing the Commission's correspondence, completing required state forms for elected officials, preparing a variety of ceremonial documents and gifts, including proclamations, resolutions of bereavement, letters of acknowledgment and support, plaques and Town Keys; organizing and maintaining the Commission's files, and researching issues at the Commission's direction. Work also includes organizing meetings and events in the Mayor's and/or Commissioners' offices; assisting the Mayor and Commission during community events, presentations and appearances; coordinating with their daily calendar; making travel arrangements and completing travel request and report forms and representing the Commission at selected meetings and functions. An employee in this class is expected to utilize considerable independent judgment and discretion in managing office operations, handling calls, office visitors and mail, arranging conferences and meetings, answering, or transferring requests for information and performing other important public relations activities.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Executive Assistant to the Town Commission/Special Events Coordinator include, but are not limited to:

- Provides varied and difficult administrative aide and clerical services for the Commission.

- Prepares drafts and accurate final versions of correspondence, reports, documents and memoranda, including proclamations, resolutions of bereavement, letters of acknowledgment and support; completes forms on behalf of the Commission.
- Responds to citizen calls, e-mails and correspondence; proofreads reports and forms and other typed matters for accuracy, correct grammatical usage and appearance.
- Coordinates with the Commission's daily calendar and organizes the workday/week and supportive materials accordingly.
- Organizes meetings and events in the Mayor's and Commissioner(s)' offices; assists the Commission during community events, presentations and appearances; coordinates with staff in the Mayor's Office, as well as the Town Council Chambers and staff in Town departments.
- Compiles, assembles, and completes data for meetings, hearings, reports, bulletins, community events, presentations, and council meetings.
- Organizes travel arrangements and itinerary for the Commission.
- Writes "Thank you" letters on behalf of the Commission.
- Conducts research on other towns, cities, and municipalities on behalf of the Town Commission to aid with Town projects.
- Aids in the writing of proclamations.
- Required to attend commission meetings and take notes as needed.
- Ensures Commission schedules are not overlapping.
- Ensure that Commission publication requests are processed and posted on the Town website.
- Coordinates annual ethics trainings for Town Commission.
- Inputs commission requests for Town Manager's approval.
- Receives, interviews, handles, and refers callers and office visitors.
- Notifies personnel of meetings, appointments, specific duties, or occurrences.
- Arranges for conferences and meetings.
- Supports in preparing agendas regularly.
- Provide administrative support to the Town Manager & Assistant Town Manager in the absence of the Executive Assistant to the Town Manager & Assistant Town Manager.
- Plan, staff, manage budgets, and obtain proposals for all Town events in a timely and efficient manner.
- Coordinates, manages, and oversees Town events on day of, including problem solving, welcoming guests, directing event set-up, communicating with staff, and organizing vendors, and managing take-down.
- Supervise volunteers, interns, and other support staff as directed.
- Any/all other assignments from the Town Commission.

KNOWLEDGE, SKILLS, ABILITIES

The Executive Assistant to the Town Commission should be able to:

- Perform a variety of complex technical and/or clerical work involving independent judgment
- Interpret and apply policies, regulations, and procedures
- Make accurate comparisons and arithmetic computations

- Communicate clearly and concisely, both orally and in writing
- Follow oral and written instructions. Work effectively with the public, in person and by telephone
- Supervise temporary, volunteer, or support clerical personnel.
- Possess a high degree of detail orientation, integrity, and confidentiality.
- Exercise adaptive thinking and facilitative style.
- Work well with peers and supervisors.
- Confidentially handle sensitive organizational issues.
- Possess a commitment to ethical standards and quality public services.
- Listen actively, be a supportive team builder, and demonstrate an energetic work style.
- Demonstrate strong knowledge of computers and Microsoft Office Suite software and internet research.
- Strong knowledge of grammar, spelling and punctuation are required, as is the ability to grasp written and oral instructions.

MINIMUM REQUIREMENTS

- A High School Diploma or GED equivalent required, Bachelor's Degree in Management, Business Administration, Public Administration, Public Relations, or related field preferred.
- Three (3) years of administrative and/or public relations experience required; government administrative experience preferred.
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.

- May be requested to work nights and weekends for special town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be requested to travel with or without the Commission.