



## **Executive Assistant to the Town Manager**

EEO Class Code: Administrative Support Worker

Union Status: Unclassified

FLSA Code: Non-Exempt

# **The Town of Pembroke Park Job Description**

**Department:** Administration

**Supervises:** None

**Position Reports To:** Town Manager & Town Commission

**Sworn:** No

### **Job Specifications**

#### **NATURE OF WORK**

This position is responsible for managing and organizing the Town Manager's daily activities. Including secretarial, office support, ceremonial, media, and public contact work, often of a confidential nature, providing advanced administrative assistance. Including managing the Town Manager's correspondence, as well as assisting in the development and administration of the Town budget, administering capital programs, overseeing development, serving as the Town Public Information Officer, implementation of strategic plan, setting goals and objectives to meet the operational needs of the Town. Work also includes organizing and assisting the Town Manager's in community events, presentations, and appearances, coordinating with their daily calendar, making travel arrangements and completing travel request and report forms and representing the Town Manager's 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 Manager include, but are not limited to:

- Provides varied and difficult administrative aide and clerical services for the Manager's.
- 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 Town Manager's.

- Responds to citizen calls, e-mails, and correspondence; proofreads reports, forms and other typed matters for accuracy, correct grammatical usage, and appearance.
- Coordinates with the Town Manager's daily calendar and organizes the workday/week and supportive materials accordingly.
- Organizes meetings and events in the Town Manager's offices; assists Town Manager is during community events, presentations, and appearances; coordinates with staff in the Town Manager's Offices.
- Compiles, assembles, and completes data for meetings, hearings, reports, bulletins, community events, and presentations.
- Organizes travel arrangements and itinerary for the Town Manager's.
- Writes "Thank you" letters on behalf of the Town Manager's.
- Conducts research on other towns, cities, and municipalities on behalf of the Town Manager's.
- Aids in the writing of proclamations.
- Required to attend Town Manager's meetings and take notes as needed.
- Ensures Town Manager's schedules are not overlapping.
- Coordinates annual ethics trainings and other Town-wide trainings for supervisors and/or employees.
- Receives, interviews, handles, and refers callers and office visitors.
- Notifies personnel of meetings, appointments, specific duties, or occurrences.
- Makes arrangement for conferences and meetings.
- Supports in preparing agendas regularly.
- Supervise volunteers, interns, and other support staff as directed.
- Attends Town events, activities and emergencies as needed.
- Procurement for all administrative office supplies.
- Cross trained to support in procedures to handle Business Tax Receipt
- Any/all other assignments from the Town Manager's.

## **KNOWLEDGE, SKILLS, ABILITIES**

The Executive Assistant to the Town Manager & Assistant Town Manager 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.
- 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)
- Work within a confined area.
- Ability to work in a computer station for an extended period.
- May be requested to work overtime and weekends for special town events and emergency situations.