

Middletown, CT Job Description

Classification Title	Executive Assistant
Job Code	
Department	Mayor's Office
Union Group	Non-Representation
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform complex and confidential administrative and secretarial functions in support 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.

- ~~Prepares, transcribes, types and prepares correspondence and documents from rough notes, dictation and transcription equipment; prepares and types a variety of reports, records, documents and correspondence. May compose correspondence and other materials. Types and composes letters, proclamation, citations, memos and correspondence. Answers phones and provides assistance. Takes and relays messages.~~
- ~~Assists in the preparation of the annual department budget. Coordinates and identifies terms and conditions to prepare contracts with outside agencies. Performs data entry on requisitions and purchase orders. Prepares bills for payment. ; pays bills and monitors expenditures; prepares purchase orders, transfer of funds and additional appropriations. May assist in the preparation of the annual report.~~
- Researches a variety of issues for the Mayor and/or other department personnel. Contacts other municipalities and outside agencies regarding department functions. Maintains constituent complaint/inquiry database.
- Maintains and administers the Mayor and the Mayor's Chief of Staff Calendar. Schedules and coordinates meetings and events. Coordinates various office functions.
- ~~Answers phones and provides assistance; responds to inquiries; takes and relays messages. Meets with employees and the public and provides information on department or City procedures; may contact other municipalities and outside agencies regarding department functions. Maintains constituent complaint/inquiry database. Analyzes and monitors grants for compliance with Common Council~~

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direction for funds distribution. Makes recommendations for reimbursements and processes disbursements.

- Develops and maintains confidential/restricted files, records, logs and ~~databases; creates databases.~~ Creates new and purges old files. ~~Oversees the destruction of department files. May maintain and update manuals, handbooks or brochures. Performs data entry functions.~~
- Opens, date stamps, processes and distributes mail. ~~Prepares items for mail and prepares bulk mailings.~~
- Orders office supplies and maintains and monitors ~~inventory; may take annual inventory.~~ May coordinate inventory. Coordinates maintenance and repair of office equipment.
- ~~May process new employee forms, prepare packets; schedule physicals, notify supervisors of drug tests, etc for personnel purposes. Assists with special events such as annual Mayor's ball and Mayor's Holiday coffee hour.~~
- ~~May provide secretarial support to assigned boards or commissions.~~
- ~~May be required to fill in for Council Clerk during absences.~~
- ~~Observes strict confidentiality in maintaining restricted records and files.~~
- ~~Assigns work to clerical staff.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training in Secretarial ~~Science or a related field with~~ Science and at least five years of related secretarial/administrative experience. ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

- Notary Public

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PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person. Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as financial statements, technical operating manuals, mail, purchase orders, lists, documents, directories, ordinances, statutes, procedures, guidelines and non-routine correspondence.~~
- ~~Requires the ability to communicate orally and in writing with Supervisor and all department personnel, other City departments, vendors and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- 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 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 and reaching.

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.

Date created:	03/06/15
Dates revised	