

TOWN OF GREENWICH, CONNECTICUT

Executive Assistant to the First Selectman

The Town of Greenwich is currently seeking qualified applicants for the position of Executive Assistant to the First Selectman. The job description, which includes the minimum job requirements, is listed below. If you wish to be considered, please submit an application and detailed resume & salary history to Town of Greenwich, Human Resources Department.

Salary Range for Position \$59,269-\$83,674

Applications are available on the Town website at www.greenwichct.org or in the Human Resources Department as follows:

Town of Greenwich
Human Resources Department
101 Field Point Road
Greenwich, CT 06830
Phone: 203-622-7734
Fax: 203-622-3756
Email: jobs@greenwichct.org

The position is open until filled; however, the first review of applications will take place on
October 16, 2009

The Town of Greenwich Is An Equal Opportunity Employer And Values Diversity At All Levels
Of Its Workforce.

TITLE: EXECUTIVE ASSISTANT TO THE FIRST SELECTMAN

Department:	Office of the First Selectman	Job Code:	1013
Bargaining Status:	Managerial/Confidential	Date Created:	March 1995
FLSA status	Exempt	Last Amended:	July 2009
Salary Range:	M/C-5		

GENERAL STATEMENT OF DUTIES:

Performs highly responsible and confidential administrative work involving various activities for the First Selectman. Facilitates management activities, and oversees and supervises major administrative activities of the office. Work involves dealing with the public with tact and diplomacy, assisting the First Selectman with communications regarding citizenry concerns and making independent decisions relating to day-to-day operations of the Selectmen's office.

Position reports to the First Selectman.

ESSENTIAL FEATURES:

Performs administrative duties for the First Selectman involving close internal and external contacts. Responds to citizen inquiries and complaints and follows up with Department Heads and/or the Selectmen regarding their resolution. Drafts correspondence for First Selectman in response to citizen inquiries and complaints and for internal administrative matters.

Assists the First Selectman with media relations, conforming to the media strategy, coordinating press briefings and events and preparing news releases, and public service announcements.

Performs high level administrative assignments coordinating with department heads, RTM and BET Committees, Board of Selectmen and outside agencies.

Establishes agenda for Board of Selectmen meetings, notifying departments and invited guests. Takes and transcribes minutes of the meeting, maintaining all minutes and files of the Board of Selectmen meetings and monitoring all follow-up actions necessary.

Prepares orders and/or reports, contracts, etc. Does research and prepares various special and confidential reports. Maintain all records and files related to Volunteer Boards, Agencies and Commissions.

Responsible for the preparation of purchase orders, service vouchers, billing cost records, personnel matters, and applications to the Board of Estimate and Taxation and the Representative Town Meeting on behalf of the First Selectman. Prepares vouchers and oversees the maintenance of general and technical correspondence.

As directed, may assist the Labor Relations Director with matters involving the Town's labor unions and related contracts.

As directed, may assist the Town Administrator with the execution of initiatives and activities on behalf of the Office of the First Selectman.

Supervises and directs the work of clerical administrative staff in the daily operations of the office.

Prepares the office annual budget; arranges for public hearings, processes claims and grievances; maintains vacation and sick leave schedules.

Attends meetings on behalf of First Selectman including meetings held in the evenings
Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the administrative operations of municipal government including applicable laws, regulations and procedures.

Considerable knowledge of policies and procedures regarding the daily operation of an Elected Official's office.

Considerable knowledge of the principles of office management and supervision and of standard record maintenance procedures.

Considerable knowledge of the principles and practices of public or business administration and government relations.

Knowledge of research methods and techniques and of the methods of report presentation.

Working knowledge of municipal budgeting procedures.

Ability to properly interpret and make decisions in conformance with laws, regulations and policies.

Ability to communicate effectively (verbally and written); interpret policy, procedures and data; and juggle and prioritize responsibilities.

Ability to develop effective media and communications strategies and present orally or in writing.

Ability to plan, organize and coordinate the work of an office staff performing varied administrative, secretarial and technical operations.

Ability to operate a personal computer utilizing Microsoft Office for word processing, data entry, spreadsheets, computerized reports and utilize standard financial, payroll and personnel systems, and operate standard office equipment.

Ability to meet and deal tactfully and effectively with administrative officers, employees and the general public.

MINIMUM QUALIFICATIONS:

1. Graduation from a recognized college or university with a masters degree in public administration, business administration or a closely related field and two years of experience in public administration, public relations, business operations, administration in a non-profit organization or a related field; or,
2. Graduation from a recognized college or university and four years of experience in public administration, public relations, business operations, administration in a non-profit organization or a related field; or,
3. Education and experience equivalent to # 1 or # 2 above.