



The Town of Glastonbury is accepting applications for the following position:

Executive Secretary to the Town Manager- Full Time

Hours: 37.5 hours per week

Expected Starting Rate: \$28.93-\$31.01 per hour

Closing date: 4:00 pm on 10/20/2017

This is a highly responsible Executive Secretary position working directly with the Town Manager as principal administrative support. The position performs administrative and secretarial assistance of a confidential and complex nature for the Town Manager. Must be highly proficient in preparing reports, correspondence, and exhibits; skilled in prioritizing assignments and managing workflow. Excellent customer service skills and ability to effectively communicate with internal and external customers. Position requires attention to detail, follow-through and high level of confidentiality. Ability to prepare reports and correspondence from transcription equipment or rough notes. Prepares Town Manager's calendar, arranges appointments and meetings; screens incoming correspondence or calls, refers to appropriate staff members and follows up to ensure timely response. Develops and maintains confidential and complex records and files. Position may require assignments extending beyond the normal workday.

Associates degree in Secretarial Science plus four (4) years' experience in and office administrative or secretarial position. Will also consider candidates with a high school diploma or equivalent plus five (5) years of increasingly responsible office administrative or secretarial experience.

An Employment Application must be completed to be considered for this position. For a detailed job description and employment application, visit the Town's website at www.glastonbury-ct.gov/employment or call (860) 652-7710. Please send completed applications to the Human Resources Department or Customer Service Center at Town Hall, 2155 Main Street, Glastonbury, CT 06033, or email to infocenter@glastonbury-ct.gov.

AA/EOE

Date Posted: 9/26/2017

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Executive Secretary to the Town Manager
DEPARTMENT: Town Manager's Office
REPORTS TO: Town Manager

GENERAL DESCRIPTION:

Under broad supervision of the Town Manager, incumbent performs administrative and secretarial assistance of a confidential and complex nature for the Town Manager.

ESSENTIAL DUTIES:

1. Receives oral directions from the Town Manager.
2. Plans and organizes work according to office or standard procedures. Prioritizes work tasks.
3. Assigns work to secretarial and clerical staff.
4. Types and transcribes confidential letters, reports and records from dictation notes, transcription equipment or rough notes.
5. Types Town Council agendas, prepares notices and meeting materials.
6. Independently composes letters and reports.
7. Compiles and coordinates data for action by Manager.
8. Transmits and explains Manager's directions to proper persons, and follows up for compliance, completeness and conformance with deadlines.
9. Prepares Manager's calendar and arranges appointments and meetings.
10. Screens incoming correspondence or calls, refers to appropriate staff members, and follows up to ensure timely response.
11. Responds to inquiries and requests from the public.
12. Prepares meeting information for special staff meetings.
13. Prepares minutes of special meetings and distributes to participants, administrators and others.
14. Performs special assignments, studies and routine administrative functions as specifically directed.
15. Plans, installs, review and refines office management practices and procedures.
16. Develops and maintains confidential and complex records and files.
17. Compiles and maintains various policy manuals.
18. Purchases or requisitions office supplies and materials as needed.

OTHER DUTIES:

1. Performs other duties as required.

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times

DEPENDABILITY:

- Regularly attends and is punctual for work

QUALIFICATIONS PROFILE:

- Ability to understand the internal organization, responsibilities and programs of the Manager's Office.
- Ability to carry out duties with a high degree of independence.
- Ability to type with speed and accuracy.
- Ability to take minutes of meetings, correspondence and reports in shorthand.
- Ability to efficiently schedule meetings, events and executive appointments.
- Ability to establish and maintain files and record systems.
- Ability to efficiently process a high volume of paperwork.
- Ability to relate to staff members, the media and general public.
- Ability to learn to operate word processing and data processing equipment.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to perform such tasks as filing, writing, typing, data entry, using a calculator and skills that require hand/eye coordination such as typing or using a computer.
- Must be able to see objects closely as in reading a computer screen, or reading and typing a document.
- Must be able to hear normal sounds with background noise, distinguish voice patterns, and communicate with speech as in using a telephone.
- Must be able to pay attention to detail and concentrate with constant interruptions, remember multiple assignments given over long periods of time, and understand the theory behind several related concepts.
- Ability to reach and bend, and push/pull objects of less than 30 pounds.

MINIMUM TRAINING AND EXPERIENCE:

- Associates degree in Secretarial Science
- Four (4) years' experience in an office administrative or secretarial position

OR,

- High school diploma or equivalent
- Five (5) years of increasingly responsible office administrative or secretarial experience

LICENSE OR CERTIFICATION:

- None

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.