

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: Executive Assistant to Town Administrator & Board of Selectmen

JOB TITLE:	Executive Assistant II to Town Administrator & Board of Selectmen	GRADE LEVEL:	17
CLASSIFICATION:	Non-Exempt	DEPT:	ADM
CREATED	8.2002	REVISED:	10.31.2023 07.01.2016 06.19.2013

<u>Job Description:</u>	Serves as the Administrative Assistant to the Town Administrator and the Milford Board of Selectmen performing a wide range of complex executive secretarial and administrative support functions.
<u>Accountability:</u>	Works under the direct supervision of the Town Administrator who outlines general policies, assigns duties, and reviews work for conformance with required standards. Performs regular duties on own initiative with minimal supervision, exercising a high degree of judgment and tact.
<u>Equipment Used:</u>	General office equipment up to and including computer word processing equipment, electronic/memory typewriters, photocopiers, facsimile equipment, scanners, electronic postage meter, electronic calculators, GBC binding machines, etc.
<u>Environment:</u>	Inside: <u>100</u> % Outside: <u>0</u> %

Duties and Responsibilities:

Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Coordinates the daily administrative functions of the Office of the Town Administrator and the Board of Selectmen.
2. Supports the Town Administrator in dealing with the public, the Board of Selectmen and staff, including verbal and written communications. Maintains confidentiality as required.
3. Handles routine items for the Town Administrator's Office. Prepares correspondence for Town Administrator as well as interoffice forms, requisitions, and related documents. Provides follow-up as necessary.
4. Researches various matters at Town Administrator's request.
5. While on duty, responsible for answering all incoming calls to the Board of Selectmen/Town Administrator's Office and, through knowledge of Town functions and activities, directs callers to the proper departments/personnel, or answers questions as appropriate.
6. Responsible for opening incoming correspondence, directing same to the proper departments as necessary.

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7. Maintains all files pertinent to the Office of the Town Administrator and the Board of Selectmen including, but not limited to, general correspondence files, agreement files, legal files, policy files, ordinance files, etc. Keeps official records.
8. Prepares the Agenda for all Selectmen's Meetings and gathers background data thereon, ensuring that all required materials are submitted to the Selectmen with the Agenda for their review prior to the Selectmen's Meeting. Distributes Agenda to Department Heads, the press, etc. as appropriate.
9. Posts and publishes Notices of Board of Selectmen Meetings, Public Hearings, etc. as required by law or municipal ordinance.
10. Maintains the Schedule of Appointments for Board of Selectmen Meetings.
11. Required to attend Board of Selectmen Meetings and Public Hearings – taking and transcribing the Minutes thereof and reviewing same with the Town Administrator to assure accuracy.
12. Independently generates appropriate correspondence relative to Board decisions / votes as a result of the Board of Selectmen Meetings or works from dictation by the Town Administrator.
13. Based on the approval of Ordinances or Amendments thereto at a Board of Selectmen Meeting, prepares appropriate Notice of same for publication, assuring that the appropriate Departments are provided with a copy of the approved Ordinance or Amendment.
14. Supervises the preparation of the Annual Town Report, the Annual Town Warrant and other reports as required.
15. Drafts the Annual Calendar of Board of Selectmen Meetings for the ensuing year, based on the schedule approved by the Board, and presents same to the Board of Selectmen for approval.
16. Maintains schedule of – and prepares documentation for – annual license renewals for Board of Selectmen action.
17. Monitors terms of office of all members of Boards, Commissions and Committees. Notifies the Town Administrator of term expirations at least thirty (30) days in advance. Prepares appropriate Oaths of Office for those members of Boards, Committees and Commissions whose terms of office are expiring and presents these at Board of Selectmen meetings for approval and execution.
18. Monitors terms of office of all elected officials after town elections. Prepares appropriate Oath of Office for those newly elected members.
19. Updates the Town of Milford's web page as it pertains to items relevant to the Board of Selectmen and Town Administrator's Office, e.g., Agenda, Notices, Selectmen's Meeting Minutes, etc.
20. Provides website maintenance and oversight for Budget Advisory Committee, Ethics Committee, Milford Energy Committee and Trustees of Trust Funds, e.g. Agenda, notices and minutes.
21. Coordinates Federal and State-required reports.
22. Coordinates and schedules Town Hall rentals and maintains monthly calendar associated therewith
23. Maintains technical knowledge by attending educational workshops and reviewing publications.
24. Provides oversight of signage and general oversight of Town Oval.
25. Performs other duties as required by the position or as may be assigned.

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Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Occasionally
LIFT 26 to 50 lbs.:	Seldom
LIFT over 50 lbs.:	Not required
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Seldom
CARRY over 50 lbs.:	Not required
REACH above shoulder height:	Occasionally
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Occasionally

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Rarely
Fingering:	Frequently
Controls and Equipment:	Required Computer, telephone, typewriter; copy machine, fax machine, etc.

OTHER PHYSICAL CONSIDERATIONS

Twisting	Occasionally
Bending:	Occasionally
Crawling:	Seldom
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Seldom
Climbing:	Occasionally
Balancing:	Occasionally

WORK SURFACE(S)

Standard office desk and chair. Computer/copier, etc.
Stairs, carpet, tile

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking:	Required for communicating with Board members, staff, and the general public.
Hearing:	Required for taking instructions and information and answering incoming telephone calls, communicating with Board members, staff and the general public.
Sight:	Required for the performance of duties.
Tasting & Smelling:	Not required for the performance of duties.

Specific Vocational Preparation Requirement(s):

	Short demonstration only.		Any beyond short demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year.		1 to 2 years
	2 to 4 years	X	4 to 10 years		Over 10 years
Required:	<ul style="list-style-type: none"> High school diploma or GED-equivalent required plus 				
Experience	<ul style="list-style-type: none"> At least five (5) years' experience of progressively responsible secretarial experience which includes skill typing, word processing, stenography, dictaphone experience, etc., or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Municipal experience preferred. Bachelors degree in business, communications, 				

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	public administration or a related field may be substituted for some of the work experience.
Supervisory experience:	n/a
Licensure/Certification Requirements:	n/a
Other Training, and/or related Skills	n/a

Summary of Occupational Exposures:

Summary of Occupational Exposures:	Comfortable office setting with ample work and storage space; no general distracting features; minimal or no exposure to toxic or hazardous substances; encompasses the office areas of the Board of Selectmen and Town Administrator.
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Other Considerations and Requirements:

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<ul style="list-style-type: none">• Must be able to multi-task and prioritize duties.• Must be able to follow oral and written instructions• Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.• Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Town Administrator and HR on	10.31.2023
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