

EXECUTIVE ASSISTANT / DEPUTY TOWN CLERK

Position Code: 2010

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 349 (\$35,964 - \$56,245)

Location: Town Manager

Approval Date: 2010

General Statement of Duties

Performs a variety of administrative duties in support of the Town Manager's Office.

Distinguishing Features of the Class

This position serves under the direction of the Town Manager and Town Clerk and performs, coordinates and oversees technical and office administrative duties in support of the Town Manager's Office. The work involves responsibility for performing administrative duties and tasks entailing a high degree of responsibility, discretion and confidentiality.

Duties and Responsibilities

Provides administrative support to the Town Manager, Assistant Town Manager, Town Attorney and Town Clerk.

Performs a wide variety of administrative duties as required by daily operations.

Performs a variety of clerical and administrative duties assisting the Town Clerk in handling the duties associated with the Town Board and Manager functions.

Maintains appointment schedules and calendars for the Town Manager and Assistant Town Manager. Makes travel arrangements as necessary. Assists the Town Clerk in scheduling and coordinating meetings and events.

Coordinates office activities and schedules to ensure smooth office operations.

Prepares and submits time sheets for the Town Manager's Office.

Receives and screens communications including telephone calls and e-mail messages and provides assistance using independent judgment to determine those requiring priority attention; prioritize, channel and facilitate communication from senior management team.

Handles confidential information, including commissioner communications and personnel matters.

Responds to inquiries and complaints by resolving the problem or referring the person to the appropriate department or agency; conducts research regarding specific issues as directed.

Prepares and edits visual tools including PowerPoint presentations, charts and graphs.

Conducts research regarding specific issues as directed by the Town Manager's Office.

Plans and coordinates meetings and special events for the Town Manager's Office.

Provides support for Finance Department as needed. Responsible for supply inventory for Town Manager's Office and Finance Department.

Assumes duties of the Town Clerk in her absence. Work is performed in accordance with North Carolina General Statutes, Town ordinances, codes, policies, personnel laws and regulations, and standard office procedures governing the responsibilities of the Town Clerk.

Transcribes minutes of various meetings. Prepares and/or composes correspondence, letters, memoranda, resolutions, proclamations and other documents as requested.

Performs other duties as assigned.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Ability to communicate effectively in oral and written forms.

Ability to convey information clearly and concisely to ensure that the information or message is understood.

Ability to listen and respond to others.

Ability to handle confidential information appropriately.

Knowledge of computer applications as utilized in an office environment including databases, presentations and spreadsheet software.

Ability to compile, assimilate, organize and store printed and electronic information.

Ability to review, compile and analyze information.

Ability to develop and maintain effective relationships with others in order to encourage and support communication and teamwork.

Ability to achieve and maintain ongoing, collaborative, working relationships with coworkers to achieve goals of the work unit.

Ability to utilize office equipment and other relevant technology to meet business needs.

Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

Minimum Qualifications

Graduation from an accredited two-year college or university with a major in business, secretarial science, or related field and at least two years of experience in office management work at the Administrative Support Specialist level or above; or a bachelor's degree from an accredited university or college; or four years of experience as an assistant to a high level executive; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license

Ability to obtain Notary Public certification within one year of hire

Certification from the Institute of Government as Town Clerk or ability to obtain within three years of hire