

**TOWN OF ROCKY HILL JOB POSTING
TOWN MANAGER'S OFFICE**

Executive Assistant to the Town Manager

The Town of Rocky Hill is seeking qualified applicants for position of Executive Assistant to the Town Manager. This position is a non-bargaining unit position that reports directly to the Town Manager. Compensation is commensurate with experience.

Specific job duties are described in the job description and assigned by the Town Manager, and include providing administrative and clerical support to the Town Manager, Mayor, and other Directors, including but not limited to calendar and file management, telephone and office reception, research and report-writing. This position works closely with the Town Manager, Mayor and Town Council to develop, review and disseminate agendas, reports, and other materials on behalf of, and for use by, Town officials, Town Boards and Commissions. This position also drafts and disseminates proclamations, ordinances, and other official correspondence on behalf of Town officials.

Application Instructions: Interested applicants must submit each of the following by 4:30 p.m., Friday, May 6, 2016: 1) A resume; 2) a letter of interest which clearly demonstrates how the applicant meets qualifications listed in the job description, and a statement regarding salary expectations; and 3) a completed application. Incomplete application packages will not be accepted or reviewed by the hiring manager or search committee. Please submit applications materials to the Human Resources Assistant, Camille Gilbert at hrdept@rockyhillct.gov.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

Town of Rocky Hill
Job Description
Executive Assistant to the Town Manager

POSITION: EXECUTIVE ASSISTANT TO THE TOWN MANAGER
DEPARTMENT: TOWN MANAGER/ADMINISTRATION
REPORTS TO: TOWN MANAGER
SUPERVISES:
BARGAINING UNIT: NONE

Summary of Responsibility:

Under the general direction of the Town Manager, performs secretarial work and office administration functions in a confidential and professional manner. Provides clerical work and support to the Town Manager, Mayor and Town Council. Handles multiple phone lines in the Town Manager's Office, serves as the Office Manager, prepares agenda's for Town Council and Subcommittees for the Town Council, and schedules appointments for the Town Manager. Works closely with Department Heads/Supervisors. Receives oral and written instruction from Town Manager, composes correspondence and other written materials. Oversees operation of the Town Manager's Office. Also serves as Risk and Personnel Manager which is described in detail below.

Essential Functions:

- Provides clerical work and support to the Town Manager, Mayor and Town Council
- Prepare and edit correspondence, communications, presentations and other documents
- File and retrieve documents and reference materials
- Conduct research, assemble and analyze data to prepare reports and documents
- Manage and maintains Town Manager's schedule
- Arrange and coordinate meetings and events
- Monitor, respond to and distribute incoming communications
- Answer and manage incoming calls
- Receive and interact with incoming visitors
- Interact with external clients
- Coordinate project-based work
- Review operating practices and implement improvements where necessary

Personnel Manager:

- Under the general direction of the Town Manager who serves as the Personnel Director.
- Ability to advertise positions, participate in oral boards, coordinate with the Town Manager in the hiring process, participate in Union negotiations, grievance issues, maintains personnel files.

Risk Manager:

- Create a compliance training program and monitor completion as appropriate per position/department.
- Provide compliance training as required.
- Handles all aspects of Worker's Compensation, including submitting reports.
- Handles the Drug & Alcohol Policy Program for the Town.
- Develops, maintains and monitors the implementation of all federal, state and local compliance programs. Examples include, but not limited to: Injury and Illness Prevention Program, Hazard Communication Program, Blood borne Pathogens Exposure Control Program.
- Assists in implementing in-service training programs on health and safety (e.g. hazards, OSHA's Hazardous Communication Standard, Employee Right to-Know, etc.) for the purpose of reducing the incidence of accidents and meeting state and federal guidelines.
- Serves as Chairperson and actively participates in the Safety Committee.
- Provides support and direction and assumes the leadership role in reducing employee injuries.
- Takes necessary steps to ensure the Town is in compliance with OSHA regulations.

Qualifications and Competencies:

- Strong critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions
- Ability to manage multiple priorities
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to supervisor
- Knowledge of principles and practices of risk management activities such as risk identification/reduction, loss control
- Physical: Sitting or standing continuously for long periods of time, communicate verbally, communicate in writing, faculty of seeing and hearing, operate keyboard. Lifting and carrying usually not to exceed 20 pounds
- Mental: Interpersonal interactions, problem solving, analyzing/evaluating, decision making, discretion/confidentiality, teamwork, creativity and task handling.
- Experience: Minimum of a Bachelor's Degree Required in Business or related field and a minimum of 5 (five) years serving as an Executive Assistant in a Town Manager's Office, as well as, experience and training in personnel and risk management.

The Town of Rocky Hill is an EOE/AA employer and complies with the guidelines of the Americans with Disabilities Act.

Approved by Town Council on: June 4, 2012