



TOWN OF NEWMARKET, NEW HAMPSHIRE
OFFICE *of the* TOWN ADMINISTRATOR

Job Vacancy
Executive Assistant to the Town Administrator

The Town of Newmarket seeks a dynamic, professional, customer service orientated, experienced Executive Assistant to the Town Administrator. The position has recently become open due to a retirement.

The Executive Assistant to the Town Administrator is a full-time position which performs a full range of secretarial and administrative support duties that can be confidential and sensitive. He/she receives and screens incoming calls and visitors, determines which are priority matters, and alerts the Town Administrator accordingly. Acts as liaison between the Town Administrator and others, by transmitting directives and assignments and following up on the status of assignments. Prepares agendas and collects materials for meetings takes minutes and keeps records of proceedings. Plans and coordinates arrangements for assigned town events/functions. Maintains filing systems, composes correspondence (including confidential material), researches materials related to special projects that the Town Administrator may assign.

A full job description is available at:

<http://www.newmarketnh.gov/town-administrator/pages/employment-opportunities>

Preferred candidates will have graduated from a high school or equivalent; an Associate's Degree or advanced clerical training is highly desired, plus 3 yrs. demonstrated progressively responsible secretarial experience which includes handling confidential information. Experience in municipal government or a legal environment a plus. Salary range is \$45,000 to \$58,000 but pay commensurate with experience. The Town of Newmarket offers a competitive benefit package.

To Apply:

Please direct a cover letter, resume, and at least three references to Stephen Fournier, Town Administrator, 186 Main Street, Newmarket, New Hampshire 03857 or via email at sfournier@newmarketnh.gov. Position open until October 30, 2015, and resumes will be reviewed as they are received. EOE.

EXECUTIVE ASSISTANT TO TOWN ADMINISTRATOR

GENERAL PURPOSE

Provides a variety of routine, complex and confidential clerical, administrative and technical work in support of the Town Administrator's Office; serves as the Town Administrator's assistant managing the functions and details of the Town Administrator's Office thereby relieving him or her of responsible administrative and clerical details and serving as a resource and representative for the Town Administrator.

DISTINGUISHING CHARACTERISTICS

This position is the most advanced clerical support position in the Town's clerical support job series because of the highly confidential nature, scope, and complexity of the work, which requires a higher degree of proficient communication, secretarial, managerial, organizational and analytical skills and knowledge of the operations, policies, functions, and organizational relationships of the Town Administrator's Office.

SUPERVISION RECEIVED

Works under the specific direction of the Town Administrator.

SUPERVISION EXERCISED

May exercise supervision over other clerical, temporary or other staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative only)

- Performs complex clerical and administrative support to the Town Administrator's Office including the organization and maintenance of various administrative, reference, and follow up files; making appointments and maintaining a calendar, scheduling and arranging for meetings and making travel and meeting related arrangements; receiving and screening visitors and telephone calls; routing and handling mail and organizing meetings by notifying participants, making room arrangements, and preparing agendas and required informational materials, attending meetings and preparing minutes; following up on projects, transmitting information, and keeping informed of pertinent activities.
- Working closely with the Town Administrator to maintain an in-depth awareness and knowledge of the issues, goals and objectives and assisting in developing related strategies, works collaboratively with other Town staff.
- Providing information and resolving complaints which regularly require the use of judgment and the interpretation and application of policies and procedures; involves constant contact with elected officials, other public and private agencies.
- Using current computer software programs to prepare drafts of documents and finished documents, reviewing finished materials for completeness, accuracy, and format,

compliance with policies and procedures.

- Provides assistance to Town Administrator in meeting management; assembles background materials, prepares agendas, and records action items for various meetings.
- Coordinates Town Council meetings; prepares agendas; posts and public notices of meetings; attends Town Council meetings; take, transcribes and posts meeting minutes.
- Responsible for preparation of the annual Town Report, soliciting bids, compiling materials from Town Officials, coordinating with printer, and proof reading.
- Maintains and updates portions of the Town Website.
- Prepares requisitions for order office supplies as needed.
- Composes drafts of correspondence, confidential communications, speeches, presentations, resolutions, ordinances, contracts, administrative policies, and other materials independently or from brief notes.
- Investigates and follows-up on citizen requests for service, complaints, and requests for information; transmits information, decisions, and directions; receives and attempts to resolve complaints/problems.
- Assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, email newsletters and other informational materials about Town programs and services.
- Performs other duties as assigned.

PERIPHERAL DUTIES

Attend seminars and workshops related to administrative duties and responsibilities. May serve as a member of employee groups.

May serve as secretary to assigned committees, preparing agendas and minutes.

May be required to attend public meetings/events outside of established working hours.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- A. Graduation from a high school or equivalent; a Paralegal or Associate's Degree or advanced clerical training is highly desirable but not required, and
- B. A minimum of at least three (3) years of related experience in a high level secretarial position with responsibility for providing administrative support to executive and/or political personnel;
or

- C. Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of office administrative and secretarial practices and procedures such as business letter writing; organization and function of Town government, including role of elected officials and appointed board and commission members; correct English usage, including spelling, grammar, punctuation and vocabulary; office management techniques and budgeting principles and practices.
- B. Skill in operation of listed tools and equipment listed below,
- C. Ability to provide varied, responsible and confidential secretarial and administrative support for the Town Administrator and administrative staff; interpret, apply and explain complex policies and procedures; use tact, discretion, initiative and independent judgment within established guidelines; research, compile and summarize a variety of informational materials; compose correspondence independently or from brief instructions; accurately record and maintain records; establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; recommend solutions and adopt effective courses of action; plan, organize, and schedule priorities in the office communicate effectively verbally and in writing;

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word-processing, spreadsheet and data base software; mainframe computer terminal; 10-key calculator; phone; copy machine; fax machine and other modern office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. The work environment can be quite hectic and requires an ability to perform multiple tasks and maintain considerable tact when dealing with others, regardless of how they treat you.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.