**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Office of the First Selectman*

Administrative Assistant to the First Selectman

## GENERAL STATEMENT OF DUTIES:

This position is varied administrative support work involved in performing a wide range of departmental office procedures for the Office of First Selectman.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Act as receptionist and screen all calls and visitors for direction to appropriate staff
* Take oral/written dictation from the First Selectman and composes routine correspondence
* Schedule the First Selectman's appointments and civic and social engagements.
* Create and maintain a wide variety of correspondence, agendas of meetings, reports, and other materials.
* Perform research on a variety of administrative, fiscal, and operational problems.
* Assist in preparing speeches, news releases, radio broadcasts, and other media information.
* Coordinate commendation, certificate, and award programs.
* Receive, respond to, and refer citizen complaints and reports.
* Represent the First Selectman and the Town in the community and at professional meetings.
* Coordinate office activities with other Town departments and divisions as well as with outside agencies.
* Assist in creating minutes, agendas, and information for Board of Selectmen or other boards
* Coordinate scheduling and booking of Town Hall Meeting Rooms/Community Center Meeting Rooms
* Develop and implement new and revised office procedures and forms.
* Independently respond to letters and general correspondence of a routine nature.
* Opens, screens, and distributes mail to departments
* Files paperwork from the First Selectman’s office
* Maintain routine correspondence with board & commission chairmen and members as needed
* Maintain travel log of town vehicles
* Maintain and update Town of Seymour website
	+ Post minutes and agendas under FOIA
* Maintain & update public calendar online
* Maintain social media pages (Facebook, Twitter, etc.)
* Lock building at end of day
* Assist Director of Operations & Manger of Operations and Grants as needed
* Perform related work as required

## SUPERVISION RECEIVED:

* Works under direct supervision of the First Selectman.
* Works in conjunction with Manager of Operations & Grants and Director of Operations.

## SUPERVISION EXERCISED:

* None

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge of the organization and operation of Seymour’s municipal government
* Thorough knowledge of the principles and practices of office management and record keeping
* Highly skilled in Microsoft Word, Excel, PowerPoint, Publisher, & Outlook
* Ability to complete a mail merge of documents and labels
* Ability to use Google Docs & Google Calendar
* Ability to use Microsoft FrontPage
* Thorough ability to understand and follow written and oral instructions
* Thorough ability to maintain the records of a municipal executive office
* Ability to answer phone calls, take messages, direct information
* Ability to interact cordially with the public
* Ability to attend evening town meetings or evening & weekend events

## EXPERIENCE AND TRAINING:

* Graduation from a college or university with an associate’s degree, bachelor’s degree in business, political science, public relations, communications, law, or other related field is preferred
* A minimum of two years’ experience in business, political science, public relations, communications, law, or other related field
	+ Municipal government experience preferred
* An equivalent combination of education, training and/or experience.

**REVIEW PROCESS:**

* The First Selectman will conduct a bi-annual employee performance review each January & July. During that time, essential duties & responsibilities will be reviewed directly with the First Selectman.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.