**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Office of the First Selectman*

Town Hall Floater

## GENERAL STATEMENT OF DUTIES:

This position is varied administrative support work involved in performing a wide range of basic departmental office functions for the variousoffices at Town Hall**.**

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Act as receptionist and screen all calls and visitors for direction to appropriate staff
* 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.
* Coordinate commendation, certificate, and award programs.
* Receive, respond to, and refer citizen complaints and reports.
* 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
* 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 and update Town of Seymour website
* Maintain & update public calendar online
* Assist Director of Operations and the offices of the Town Clerk, Finance, Assessor, Tax Collector and Development & Enforcement as needed.
* Perform related work as required

## SUPERVISION RECEIVED:

* Works under direct supervision of the Assistant to the First Selectman and/or his/her designee.

## SUPERVISION EXERCISED:

* None

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Ability to gain theknowledge 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 Office
* Ability to complete a mail merge of documents and labels
* Ability to use learn and operate Town website CMS
* 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

## EXPERIENCE AND TRAINING:

* High School Diploma or GED
* 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 insecretarial**,** 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.