

JOB DESCRIPTION EXECUTIVE ASSISTANT TO TOWN ADMINISTRATOR



FLSA Designation: Non-Exempt

Nature and Scope of Position:

This key position in the Morristown Administrative Office is a vital link in the communication and logistics of Morristown operations. This position requires excellent judgment, critical decision making, performance at high administrative levels, and administrative project management work for the Town of Morristown in accordance with established policies and procedures, local, and state laws. The Executive assistant is responsible for overseeing the day-to-day operation of the Administrator's office. In this key role, you will be responsible for a wide range of complex and confidential administrative duties in a dynamic municipal environment. This position is under the general supervision of the Town Administrator and is ultimately accountable to the Selectboard or their designee.

Duties/Responsibilities:

- Provides high-level administrative support and assistance to the Town Administrator.
- Assists and directs members of the public with requests for information both oral and written.
- Corresponds with state agencies, regional agencies, and other partners on behalf of the Town as directed by the Town Administrator.
- Performs administrative tasks including drafting letters, memos, reports, and other documents for Town Administrator and Selectboard.
- Assist with press releases and posting of public information.
- Collects data from department heads, committees, boards and other organizations and prepares the Annual Town Report.
- Schedules and attends meetings on behalf of the Town, opening and closing meetings and taking and recording minutes.
- Arranges training, travel and accommodations for Town Administrator and Selectboard members.
- Receives incoming communication or memos on behalf of senior staff, reviews contents, determines importance, and summarizes and/or distributes contents to appropriate staff.
- Maintains Town Website including calendars, posting meeting schedules, agendas in accordance with State Statute, and board minutes.
- Maintain and update general policies and procedures.
- Maintain FCC licenses as required.
- Updates and maintains security system for Town access control points including keys as well as access codes.
- Administrative project management which may require extensive research and hard deadlines.
- Maintain and order office supplies, approve and verify receipts of supplies for all departments.
- Point of contact for all Town building related contracts and maintenance.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Public relations and strong communication skills, problem solving skills and customer service skills. Poise, composure, and tact is always required.

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- Ability to work independently, organize workload and set priorities, and to be flexible with fast-changing priorities and deadlines.
- Ability to embrace and thrive in a dynamic, fast-paced work environment.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy of work.
- Ability to establish and maintain effective relationships and communications with the general public, staff, and external agencies.
- Ability to apply creative thinking to manage or resolve complex issues.
- Ability to use virtual technology and familiarity with social media platforms.
- Demonstrated ability to act with tact and discretion in managing highly confidential, sensitive, or political matters.
- High level of proficiency with MS Office and related office software.

Education and Experience:

- An associate degree in business administration or related field required.
- At least four years of related experience required.
- Previous experience in municipal government preferred but not required.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.