

Town of Hull
Job Description

Position Title: Executive Assistant to the Town Manager

Department: Town Manager

Reports to: Town Manager

1. Nature of Work: The Executive Assistant to the Town Manager is responsible for performing administrative duties in support of the Town Manager and Select Board's Office. Employee is required to perform all similar or related duties.
2. Supervision Received: Employee works under the general direction of the Town Manager. Employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.
3. Supervisory Responsibility: Employee is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans, schedules, and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; makes recommendations to management regarding operational or personnel matters.

Employee provides supervision over occasional interns and volunteers. Work operations are subject to substantial cyclic or seasonal fluctuations.

4. Confidentiality: Employee has access to Town-wide confidential information, including personnel files, collective bargaining, lawsuits, criminal investigations and records, client records and department records.
5. Accountability: Consequences of errors, missed deadlines or poor judgment may result in adverse public relations, legal repercussions, and jeopardize programs.
6. Judgment: Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body

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of policies, practices, and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions.

7. Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.
8. Nature and Purpose of Relationships: Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as other municipalities, state and/or federal agencies. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.
9. Essential Functions: *The essential functions or duties listed below are intended only as illustrations of the various type 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.*
 - a. Serves as initial point of contact for the Town Manager's office. Responds to citizen and staff inquiries, requests, and/or complaints from the public in person, on the telephone, and in writing; or makes referrals for assistance as needed; serves as Town Manager liaison as needed.
 - b. Performs a variety of executive administrative, clerical and customer service related work for the Town Manager's Office; including composing and preparing correspondence, managing an active calendar of appointments, completing expense reports, managing department head time accruals and records, arranging complex and detailed travel plans, itineraries and agendas, and compiling documents for travel-related meetings.
 - c. Creates, updates, and maintains data bases, filing systems, financial and/or program records. May prepare accounts payable and receivables, including purchasing and requisition functions for the department.
 - d. Manages the Professional Liability, General Liability, Property and Casualty and Automobile Insurance Policies for the Town. Processes all property and vehicle claims with insurance company and assists with annual renewal process.
 - e. Handles Special Events application review process: coordinates departmental reviews, issues invoices, and ensures insurance coverage is in place.

- f. Assists the Town Manager in the preparation and dissemination of information for various meetings. Assists with town wide communications, including the use of newsletters, website updates, social media and other media outlets.
- g. Compiles information and prepares various reports, minutes, correspondence and other documents. Performs research in preparation of warrants, budgets, policy issues and other similar matters. Assists with Special and Annual Town Meeting preparations (logistics, personnel, and public information).
- h. Responsible for conducting research as necessary in order to ensure that the Town Manager and Select Board's office procedures and practices are in accordance with current and applicable MA General Laws and Town Bylaws. Coordinates various projects and conducts independent research as required.
- i. Maintains and updates manuals, as needed (Select Board Manual, Governance Policy, and miscellaneous Town Fee Schedules).
- j. Assists with preparation of project bid postings, schedules and openings.
- k. Other duties as may be assigned from time to time.

10. Recommended Minimum Qualifications

Education and Experience: Position requires a College Degree and three to five (3-5) years of executive office experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Certification as a Notary Public and certification to obtain CORI information; not required, but preferred.

11. Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of town government and department operations and procedures; professional office procedures. Knowledge of pertinent state laws and regulations; working knowledge of office software including word processing, the Internet, spread sheet applications and power point.

Ability: Ability to interact effectively and appropriately with the public and other personnel; ability to complete multiple tasks in a timely, detailed and accurate manner, perform multiple tasks; ability to deal with uncooperative members of the public in a tactful manner. Ability to prioritize conflicting needs; handle matters expeditiously, proactively, and deploy consistent follow through on projects to a successful completion, often with deadline pressures.

Skill: Proficient computer skills including word processing and spread sheet applications, organizational skills, recordkeeping and clerical skills, communication and presentation skills. Detail-oriented skills.

12. Work Environment: Employee performs work in a typical office setting with frequent interruptions.

Occupational Risk: Work is performed in a general office setting. Duties generally do not present occupational risk to the employee.

13. Physical and Mental Requirements *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 position's essential functions.*

Physical Demands: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. The employee is required to occasionally lift objects such as ledger books, photocopy and/or computer paper.

14. Motor Skills: Position requires basic motor skills for activities such as: operating a personal computer and/or most other office equipment, typing and/or word processing, filing, moving objects, sorting of papers.

15. Visual Demands: Position requires the employee to routinely read documents and reports for understanding and analytical purposes.

(This job description does not constitute an employment agreement between the employer and employee and it subject to change by the employer as the needs of the employer and requirements of the position change.)

16. Salary: DOQ

Please submit cover letter and resume to: ATTN: Jennifer Constable, Town of Hull, 253 Atlantic Ave., Hull, MA 02045 or email: jconstable@town.hull.ma.us Applications will be received until position is filled.

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