

# Town of Whiteland

## Position Description

Position Title: Executive Administrative Assistant

Department: Administration

Work Schedule: Monday – Friday 8 am – 5 pm

FLSA Status: Full-Time/Exempt

REPORTS TO: Directly to Town Manager

### **PRIMARY RESPONSIBILITIES:**

Provides office support for a variety of clerical activities and tasks including answering incoming calls, organizing administration's office communication and activities on a day-to-day basis. Respond to public requests in a timely manner. Assist in facilitating and providing information on behalf of the Town Manager's office.

- Maintains an organized filing system of paper and electronic documents
- Maintains confidence and protects operations by keeping information confidential
- Perform general office support
- Coordinate communications, including taking calls, responding to emails, and interfacing with residents/clients
- Schedule meetings and appointments for Town Manager; assist with calendar management
- Assist in various daily operations
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Prepare and edit correspondence, communications, presentations, and other documents
- Assist & attend Town Council meetings and other meetings as requested by Town Manager
- Act a point of contact between the Town Manager and internal/external clients
- Conserves administration's time by researching and routing correspondence; drafting letters and documents; collection and analyzing information; initiating telecommunications
- Maintain records, databases, spreadsheets, etc.
- Administrator for Google/Microsoft account management
- Administrator for phone system and weekly On-Call rotation changes
- Point of contact for IT/computer issues
- Coordinator for Town website design
- Assist Town Manger with website content/postings and social media, as requested
- Participate in Town-related community activities, as needed

### **JOB REQUIREMENTS:**

High School Diploma or GED; additional qualification

Proficient with computers, Microsoft Office, Excel, and PowerPoint

Minimum of five (5) years experience as an Executive Administrative Assistant or in other comparable secretarial position Ability to meet all department hiring requirements

- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct
- Ability to prioritize assigned work projects and work alone or with others in a team environment with minimal supervision
- Ability to speak and interact with the public; act as liaison when Town Manager is not available
- Ability to occasionally work extended hours

**PERSONAL WORK RELATIONSHIPS:**

Continuously build rapport and maintain relationships within the community and surrounding businesses. Professional relationships include Town Council members, co-workers, attorneys, schools, other Town departments, contractors, builders, and the public.

**SKILLS REQUIRED:**

- High level verbal and written communications skills
- Proficient in English, spelling, punctuation, and ability to properly operate standard office equipment
- Must be able to multitask and prioritize daily work amidst frequent distractions and interruptions
- Excellent organizational skills and attention to detail
- Must be flexible and adaptive to change
- Use of good judgement/listening skills