

TITLE: EXECUTIVE ASSISTANT TO THE MAYOR

GENERAL DESCRIPTION:

This is highly responsible administrative work involving the performance of a variety of administrative duties in support of the Mayor of the Town of Stratford. The Executive Assistant is the principal secretary for the office of the Mayor.

Work involves serving as primary secretary and office manager for the office of the Mayor, preparation of correspondence, reports and budget documents, typing, filing and records management, extensive use of computer programs and equipment, ordering and maintaining inventory of materials and supplies, facilitating mass mailings, scheduling meetings, and a myriad of other clerical duties. The Executive Assistant must also manage confidential information and exercise judgment in making decisions regarding office management and work priorities.

SUPERVISION RECEIVED:

The Executive Assistant works under the general supervision of the Mayor.

EXAMPLES OF DUTIES:

Serves as principal secretary for the office of the Mayor including opening the office from 8:00 a.m. – 4:30 p.m., greeting and interacting with the public and managing phones. Assesses and handles incoming calls including constituent concerns and directs callers to appropriate departments or Town/local agencies.

Uses word processing to type a wide variety of materials including forms, reports, correspondence, press releases, meeting minutes and agendas, announcements and others; uses spreadsheet programs to create charts and graphs.

Performs data entry and produces electronic reports on program activity.

Opens, screens, and distributes all incoming mail.

Creates announcements and promotional materials to keep employees and the public informed.

Prepares requisitions, invoices, and other financial forms.

Maintains staff attendance and prepares weekly payroll submissions with the Mayor's approval.

Acts as liaison between elected and appointed Town officials and the general public to provide information to resolve problems and routine requests.

Coordinate appointments for the Mayor including scheduling and calendar control. Composes routine correspondence and announcements.

Carries out special projects.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles and practices of office management and record keeping;

Excellent verbal and written communication skills, strong telephone and interpersonal skills, and the ability to interact effectively with the public by providing outstanding customer service;

Advanced word processing and typing skills, and demonstrated proficiency in the use of computer technology and software programs including Word, Power Point, Excel, Access, Canva, Constant Contact, AI tools, and others, and a willingness to learn new technologies;

Experience monitoring and updating content across town-owned online properties (website, social media, electronic newsletter, promotional materials, etc.) to ensure information is current and accurate;

Experience in digital content creation, content management, and graphic design, for, but not limited to, social media, website, newsletters, and promotional materials, etc.;

Familiarity with social media platforms, including, but not limited to, Facebook, Instagram, etc.;

Ability to perform diverse, technical and detailed work with high degree of accuracy and efficiency;

Ability to understand and follow oral and written instructions;

Ability to maintain confidentiality to assure protection of sensitive information and personnel matters;

Excellent organizational skills and ability to prioritize tasks and meet deadlines;

Willingness to work as part of a team and to support the diverse clerical needs of the organization;

Ability to establish and maintain effective working relationships with superiors, coworkers and associates, members of the press, vendors, customers and the general public;

SALARY RANGE:

\$55,000 to \$60,000 – DOE

Applications can be found on the Town's website:

<http://www.stratfordct.gov/page/human-resources>

and should be submitted along with a resume (if available), to the Town of Stratford, Human Resources Department, 2725 Main Street, Stratford, CT 06615 or via email humanresources@townofstratford.com.

The Town of Stratford is an equal opportunity employer. Female and minority candidates are encouraged to apply.

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