TOWN OF HARWICH

JOB POSTING

UNION: Harwich Employees Association

POSITION: Executive Assistant-Various departments

GRADE: 7

PAY GRADE: $27.55-34.16/hour

CATEGORY: Full Time (35 hours/week, benefitted)

**Summary**

Position performs highly responsible administrative services. Work includes overall administration of the department and related resources including personnel, finances, and equipment; preparing for and attending department meetings, taking and transcribing minutes, maintaining records, preparing reports and correspondence, coordinating activities, and scheduling meetings and appointments.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.*

1. Answer questions and provide information to the other departments, residents and visitors on a variety of issues.
2. Responsible for collecting, collating, editing materials, and production of the Annual Departmental Report from applicable town departments, boards, and committees; interact with printer, follow-up on proofs, and edit prior to authorizing final printing.
3. Prepare correspondence for the department head and Committee/Board Chair.
4. Perform routine clerical work e.g. answer phone, correspondence, questions etc.
5. Assist in maintaining the technical functions of the office; including coordination of repair services and assisting employees with the use of office equipment.
6. Assist in overall department administration including personnel related matters, financial administration of the department, and management of office equipment.
7. Processes permit applications and collects revenue.
8. Prepares meeting packets for boards or committees; maintains files, drafts and posts agendas and hearing notices, takes and transcribes minutes of meetings.

 **Education and Experience**

A candidate for this position should have an Associate's Degree in Business Administration or a related field, and three (3) to five (5) years of experience in a professional office setting; supervisory experience preferred; or an equivalent combination of education and experience. Notary Public preferred.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

* Knowledge of Town By-laws, regulations, policies, programs and operations; Strong knowledge of office management, procurement, and financial policies and procedures;
* Strong knowledge of the geographic layout of the Town and the;
* The ability to work independently, multitask, and supervise others;
* Use tact and diplomacy when dealing with co-workers, town officials and the public;
* Maintain harmonious working relationships;
* Efficiently operate computers and other office equipment;
* Take and transcribe accurate minutes of meetings; and
* Have strong organization, communication, and customer service skills.

Submit Town Employment Application, resume and cover letter to the Assistant Town Administrator, 732 Main Street, Harwich, MA 02645 or meldredge@town.harwich.ma.us. Applications are available on the Town of Harwich website at <https://www.harwich-ma.gov/home/pages/employment-opportunities> Harwich is an Equal Opportunity Employer.