

# **ASSISTANT TO THE TOWN MANAGER'S OFFICE**

## **CHATHAM VA**

### **POSITION DESCRIPTION**

The Administrative Assistant provides high-level administration and coordination support for the Town Manager's office. The position assists the Town Manager, and when necessary, the Town Council and Town Clerk/Treasurer, with skilled administrative work and a variety of complex office tasks. The ideal candidate will be a self-starter team player who can follow directions, is detailed oriented, and enjoys problem solving. This position is primarily inside, but will require occasional outside work, the ability to climb stairs, and lift/carry objects up to 50 pounds.

### **QUALIFICATIONS**

Minimum Education Requirements: High School Diploma/GED

#### Knowledge, Skills and Abilities Required

- Strong computer literacy and typing skills. Needs to be comfortable with Microsoft Office
- Comfortable with multiple Social Media platforms including Twitter, Instagram, and Facebook
- Excellent written and verbal communication skills
- Ability to exercise discretion and maintain confidentiality
- Strong organizational skills and attention to detail
- Ability to work independently and as part of a team
- Ability to prioritize and complete tasks in a timely manner
- Comprehensive knowledge of standard office practices, procedures, software, and equipment. Willing and able to learn new software, processes, and equipment
- Ability to keep accurate office records
- Ability to research and prepare reports

- Ability to prepare effective correspondence
- Ability to follow oral and written instructions
- Ability to establish and maintain effective working relationships with coworkers, the public, and the Mayor and Town Council
- This is mainly sedentary work requiring the exertion of up to 50pounds of force occasionally and a negligible amount of force frequently or constantly to move objects
- Frequently required to sit for extended periods of time; work requires reaching, fingering, and grasping; use hands to handle, or feel objects with repetitive motions, tools, or controls; travel short distances within the office
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, and observing general surroundings and activities

### Responsibilities

Receives and processes telephone calls, mail, emails and a variety of information for the executive office

Answers questions and responds to inquiries or complaints on department and/or Town operations, policies, and procedures

Undertakes special projects as assigned by supervisor

Handles the day-to-day schedule of the Town Manager

Checks and reviews a variety of data for accuracy, completeness, and conformance to established standards and procedures

Establishes and maintains office procedures

Establishes and maintains working relationships with Town officials, associates and the general public

Prepares and maintains official Town records and files

Attends regular, special, and executive sessions of Council as needed; attends Liaison Committee meetings of the Town as needed; takes minutes and records official actions

Performs clerical and administrative duties for the Town Manager's Office

Prepares and maintains a variety of complex and confidential reports and material for Town Manager and Town Council

Responds to media requests for material and update social media accounts

Office environment; climate-controlled environment; may require occasional exposure to outside elements

The typical work hours are 9 AM to 5 PM Monday through Friday

May be required to respond to after-hours emergencies, phone calls, and tasks

### Benefits

The hiring range starts at \$18.36 hourly (\$38,188.80 annually; non-exempt)

The Town offers excellent benefits to include enrollment in the Virginia Retirement System; health, vision, dental and wellness benefits; generous paid time off; 12 paid holidays; disability and life insurances; mileage for work related training, conferences, etc.