
Town of Wilton
Administrative Assistant to the Town Manager
Job Description

Nature of Work:

This is responsible and varied secretarial work. This is a part-time position.

Work requires familiarity with the organizational and operating characteristics of the municipal service. The employee frequently has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information and other public contact. Makes a significant contribution to the effective flow and sharing of information between the office of the Town Manager, Select Board, department heads, other Town Officials and the general public. The employee follows established procedures and regulations, but must exercise judgment and initiative in analyzing transactions and recommending changes in procedures or accounts.

Work is checked by the Town Manager by observation and inspection, verification, and other internal and administrative controls.

Essential Duties and Responsibilities (Examples of Work [Illustrative Only]):

Prepares and maintains continuous standard reports: Select Board Agenda(s), meeting minutes, correspondence, directives, and other general and technical materials for the Town Manager.

Maintains continuous contact with the Select Board for all technical materials for Select Board meetings.

Acts as liaison to the Select Board.

Assists with managing calendars for Town Manager and Select Board.

Maintains a calendar of events for public building use and provides timely notice to the news outlets for publication for all municipal functions.

Performs varied automobile excise functions, boating, and tax collections, assisting with counter help as needed.

Assists other employees during periods of increased work flow as required by the Manager.

Receives calls and callers for Town Manager; ascertains the nature of the inquiry or complaint and refers them to the Town Manager for answer or action.

Takes messages and refers them to the Town Manager, or ascertains the answers and/or requested information and relays it to the inquiring party.

Sorts, processes, distributes, and files correspondence and other materials, determining proper file designations; organizes and revises as needed.

Explains general municipal practices and requirements to the general public; explains the status

of pending matters as authorized.

Attends meetings with the Town Manager as necessary in order to assist with the Manager's duties.

Researches information and relays information to the Manager as requested and keeps the Town Manager informed on matters that may need detailed inquiry and response.

Performs related work as required.

Requirements of Work:

Considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic/mathematics, and possession of an excellent vocabulary.

Considerable knowledge of modern office routine and practices, procedures and equipment.

Ability to rapidly acquire considerable knowledge of administrative, operational and procedural practices of the Town Office and its various departments.

Ability to keep varied records, to assemble and organize data, and to prepare reports from such records.

Ability and initiative to use resourcefulness and tact in meeting new problems and to deal with items of a confidential nature.

Ability to deal with the general public in a decorous and courteous manner and to maintain effective public relations between the Town Manager and the residents of the Town.

Training and Experience Required:

At least five years experience in general office procedures; executive secretarial work of a progressively responsible nature involving contact with the public. High school diploma required; four-year college degree desired.

The Town of Wilton is an Equal Opportunity Employer.