

TOWN OF SOMERS

Position Description

**Title: Executive Assistant/
Office Manager**

Supervises None

Department: Selectmen's Office

**Reports To: First Selectman; Board
of Selectmen**

**FLSA status: full time, exempt
Bargaining unit: NA**

Position Summary: Assist the First Selectman and the Board of Selectmen (BOS) in functions associated with the department, including some for which the assistant assumes the primary and independent responsibility. This person must be able to perform a variety of functions including budgetary, accounting, human resources, government compliance, and customer service, in an organized, timely and efficient manner. Provide timely, accurate and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service: Ensure government functions are operational during normal business hours. Review business procedures to ensure optimum flow of information and processes between all departments, staff, residents, vendors and others doing business with the town.. Trouble shoot, analyze, and assist in developing and implementing resources for use in conjunction with employee needs, operations, financing, and project management. Assume the role of liaison/functional director and overseer for clerical/administrative staff with direct responsibility to the First Selectman and the BOS. Serves as recording secretary for the BOS

Teamwork: Serves as a member of the Town's management team, working cooperatively with all other team members in the general management, oversight and direction of town operations under the leadership of the First Selectman. Responsibilities may include scheduling meetings, meeting reminders, facilitation, and follow-up.

Financial: Ensure timely and accurate administration of daily financial operations of the selectmen's office; to include budgeting, payroll monitoring, purchasing, accounts payable and internal controls. Issues purchase orders and approves invoices within designated financial authority. Assist the selectmen in the development of the town's annual budget. Monitor expenses and provide analysis to selectmen on financial operations. Collaborate with CFO on transfers, appropriations, and governmental spending and budget lines.

Risk Management: Coordinates property/casualty insurance programs for the town government operations, filing and administration of all claims relative to Town employees and Town infrastructure. Responsible with financial obligations to submit claims and payments in a timely, effective manner. Coordinates safety committee.

Human Resources: Administers a human resources department and program for the Town including development/training opportunities when appropriate or opportune, and performance management tracking/scheduling; benefits administration; random drug testing program and other human resources components as necessary. Ensure compliance with employee guidelines and handbook. Manage employee-related issues including time cards, insurance, schedules, concerns, and communications for the First Selectman.

Government Compliance: Ensure compliance to governmental requirements including Freedom of Information, submission of meeting notices, minutes, as well as preparation for media publications. Ensures compliance to employment laws as well as governance as provided by the Town Charter, with direct responsibility to the First Selectman and the Board of Selectmen.

Qualifications:

- Bachelors degree in related field, with a minimum of 5 years work related experience in financial operations, human resources, office management, operations management and administration or a combination of all critical factors.
- Knowledgeable with budgeting and management of finances and the use of accounting principles.
- Experience with databases, demonstrated effective use of computer programs including Microsoft Office Suite - Word, Excel, Access, and PowerPoint.
- Proven ability to learn new functions and systems and assist in the development of others on computer-based systems and procedures when directed by First Selectman or BOS.
- Demonstrated experience in the management of people, processes, communications and customer service.
- Detail oriented, accurate, productive and flexible in a fast-paced environment with frequent interruptions.
- Well organized with strong interpersonal skills.