

TOWN OF SOMERS

Position Description

Title: Executive Assistant/Operations Manager
Department: Selectmen's Office
Reports To: First Selectman; Board of Selectmen

Supervises: none; provides functional direction and oversight to Administrative staff
FLSA Status: Full-time, exempt
Bargaining Unit: N/A

Position Summary: Assist the First Selectman and the Board of Selectmen (BOS) in all 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, 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: Develop a continuity of government plan to ensure the expectations of town departments and employees as well as residents and others are fully achieved. Ensure government functions are operational during normal business hours, through the development of continuity plans using technology and cross training of government staff. Review business procedures to ensure optimum flow of information and processes between all departments, staff, residents, vendors and others doing business with the town. Develop core expectations for each business unit to ensure the highest level of service for town residents. 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

Technical: Evaluates, troubleshoots, repairs and/or obtains repair for all computer equipment, website, telephone equipment and office equipment supporting town government operations. Develops, implements and evaluates comprehensive plans for the ongoing support and operation of noted systems.

Teamwork: Facilitates the Town's senior management team in the identification, planning, implementation and evaluation of operational projects on behalf of the First Selectman and the Board of Selectmen. Simultaneously 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.

Board/Commission Liaison: Serves as website liaison, and as Board/Commission Liaison either independently or on behalf of the First Selectman for:

- Civil Preparedness Advisory Council
- Economic Development Commission
- Ethics Commission
- Housing Authority
- Prison Liaison/Public Safety Commission
- Safety Committee

Approved by:

Approved by:

Last Revision Date: 12/08

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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 and recommendations to selectmen on financial operations. Ensure proper internal controls are in place to meet applicable audit standards. Work with the CFO on streamlining the town's financial software and develop a secure web based ability. Collaborate with CFO on transfers, appropriations, and governmental spending and budget lines.

Risk Management: Administers property/casualty insurance programs for the town government operations, filing and administration of all claims, and develops/implements a comprehensive risk management program. Evaluates coverages and makes recommendations to First Selectman as to necessary coverage changes.

Human Resources: Administers a comprehensive human resources department and program for the Town including development and implementation of job descriptions and performance management programming; 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.

Qualifications:

- Bachelors degree in related field, with a minimum of 5 years work related experience in financial operations, human resources, operations management and administration or a combination of all critical factors.
- Masters degree in related field or 7 years comparable experience within required qualifications preferred but not required.
- Thoroughly 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.

Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. At times the environment may have extensive customer traffic, distractions and noise. Frequently, interactions will involve inquisitive customers, who may be agitated regarding their inquiries. The incumbent must be able to:

- Regularly sit and work for periods in excess of one hour;

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- Work with a computer, scanner, facsimile machine, copier, electronic adding machine, and a telephone, or sit and listen to information for periods in excess of one hour;
- Tolerate a moderately noisy office environment;
- Intermittently lift up to 25 pounds of office supplies;
- Stand, lift, reach and bend to store and access records and files in the course of maintaining records and providing service to customers and support to the department within the office environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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