



**2018**

**JOB TITLE:** Executive Secretary

**DEPARTMENT:** Town Council

**FLSA STATUS:** Exempt

**REPORTS TO:** Town Council

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## **I. POSITION SUMMARY**

The Executive Secretary is responsible for general departmental management of the Sellersburg Town Council. The Executive Secretary must exercise good judgement to ensure compliance with the laws, regulations, policies and possess the ability to work with minimal supervision. Primary emphasis is placed upon relieving the Sellersburg Town Council of administrative duties.

## **II. WORK REQUIREMENTS & ESSENTIAL DUTIES**

### **Requirements of Work**

- Ability to work independently and organize complex clerical tasks;
- Ability to remain calm in stressful circumstances and work with frequent interruptions;
- Ability to maintain a high level of confidentiality;
- Perform clerical and administrative tasks quickly and accurately;
- Ability to be flexible and adaptable in a variety of situations;
- Knowledge and ability of record keeping methods, keyboarding and preparation of correspondence;
- Knowledge of alphanumeric filing systems, inventory control methods and methods commonly used in the training for acquiring clerical skills;
- Ability to work harmoniously with all employees, vendors and town citizens.
- Ability to maintain a non-partisan, unbiased position on town issues;
- Ability to maintain efficient office procedures and a system for keeping track of requested actions and reports.

### **Essential Duties and Responsibilities**

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions listed below. This list is not exhaustive; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives guidance from members of the Town Council and the Director of Public Works while demonstrating considerable tact, discretion and judgment;

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- Relieves the Town Council of administrative duties by preparing correspondence, researches, compiles and summarizes data into various reports;
- Makes frequent decisions in accordance with delegated responsibilities from the Town Council;
- Performs experience level secretarial tasks of a confidential nature including but not limited to producing letters, reports, memorandums via the computer;
- Makes photocopies, faxes, files, distributes mail, updates and maintains the town website and calendar;
- Answers telephone communications and records messages;
- Maintains the Town Council and Town Board files, including minutes and appointment records;
- Publishes meeting notices and special meeting notices as required by law;
- Prepares materials for workshops, conferences and meetings;
- Transcribes meeting agendas and meeting minutes for various boards as directed;
- Proofreads and edits town publications;
- Maintains record of the town inventory and other organizational systems;
- Learn and maintain knowledge of town ordinances;
- Other duties as assigned.

### III. COMPETENCIES

**To perform the job successfully, an individual should demonstrate the following competencies:**

- ✓ Customer Service - Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.
- ✓ Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- ✓ Team Work - Balances team and individual responsibilities.
- ✓ Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.
- ✓ Quality Management - Demonstrates accuracy and thoroughness.
- ✓ Ethics - Works with integrity and ethically.
- ✓ Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
- ✓ Adaptability - Adapts to changes in the work environment.
- ✓ Attendance/Punctuality - Is consistently at work and on time; Ensures work

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- responsibilities are covered when absent; Arrives at meetings and appointments on time.
- ✓ Dependability - Follows instructions, responds to management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- ✓ Initiative - Asks for and offers help when needed.
- ✓ Judgment – Exercises independent action and judgment and action.
- ✓ Planning/Organizing - Uses time efficiently.
- ✓ Professionalism - Approaches others in a tactful manner.
- ✓ Quantity - Completes work in timely manner.
- ✓ Safety and Security - Observes safety and security procedures.

**Education/Experience:**

High school diploma or GED is required. Five years of responsible secretarial experience involving assisting executive management or a high-level official with administrative duties such as typing, filing, calendar coordination, public relations and project coordination tasks. Public sector experience is highly desired.

**Required Licenses and Certificates:**

Must possess or obtain Notary of the Public. This may be obtained in a reasonable timeframe after employment begins.

**Language Ability:**

Ability to respond to common inquiries and complaints from customers, regulatory agencies, or members of the community.

**Math Ability:**

This position requires the employee to perform basic mathematical calculations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ✓ Ability to stand and sit for periods of time and to move intermittently throughout the workday;

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- ✓ Ability to operate office equipment, including computers, copiers, fax machines and phones.
- ✓ Ability to occasionally bend and kneel.
- ✓ Ability to lift up to thirty-five (35) pounds.

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