

Assistant to Town Manager – Part Time position

Reports to: Town Manager

Job Purpose: The Assistant to the Town Manager is responsible for supporting the Town Manager in non-supervisory day-to-day operations of the municipality. This role requires excellent organizational skills, attention to detail, and the ability to work independently and as part of a team. Under the general Direction of the Town Manager, the Assistant to Town Manager is assigned duties, responsibilities, and projects with specific parameters and interactions with multiple organizational components within the Town in order to ensure achievement of the Town's mission and goals. Problems encountered range from general routine to complex in nature. Significant public contact is required and the position requires independent decision-making and action. Due to the level of access to sensitive information, discretion and confidentiality is very important. Ability to compile, review, correlate, assess, and develop presentations. Must have the ability to be responsive to multiple requests simultaneously, and be cognizant of deadlines.

Key Responsibilities:

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization at the sole discretion of the town manager

1. Provide administrative support to the Town Manager including answering phones, scheduling appointments, and maintaining files.
2. Assist in the preparation of reports, presentations, and correspondence.
3. Coordinate and attend meetings on behalf of the Town Manager as needed.
4. Respond to inquiries from the public, elected officials, and department heads.
5. Maintain and update databases, spreadsheets, and other systems as needed.
6. Perform research and analysis on various topics as requested by the Town Manager.
7. Attend town events and meetings as needed.

Qualifications:

1. Bachelor's degree in Public Administration, Business Administration, or a related field is preferred. Extensive experience in multiple organizational disciplines is acceptable.
2. 7+ years of administrative experience in a government setting.
3. Excellent organizational and time management skills.
4. Strong written and verbal communication skills.
5. Ability to work independently and as part of a team.
6. Proficient in Microsoft Office and Google Suite.
7. Knowledge of local government operations and processes is a plus.

Anticipated cross departmental collaborations

- Administrative projects for Town Manager as assigned
- Grant writing and grant administration across departments
- EDA administration directed by Town Manager, Director of Economic Development, and EDA
- Clerk/Finance Department including Water Department
- Fire/EMS billing and report tracking
- Human Resources as requested by HR Director
- Other duties as assigned