

TOWN OF PLAINVILLE

POSITION DESCRIPTION

DATE: August 2026

POSITION: **SENIOR EXECUTIVE ASSISTANT**

REPORTS TO: TOWN MANAGER

GOVERNING ORGANIZATION: TOWN MANAGER

POSITION SUMMARY

Under general direction of the Town Manager, performs high level administrative and executive tasks of a confidential and complex nature for the Town Council and the Town Manager's office. Provides responsive customer service to residents, staff, and elected officials, and maintains confidentiality and accuracy in all work.

SUPERVISION RECEIVED

Works under the direct supervision of the Town Manager.

SUPERVISION EXERCISED

Acts as the lead office support person over lower-level clerical support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides high-level executive administrative support to the Town Manager, the Assistant Town Manager, and the Town Council.
- Compiles, composes, types, and distributes agendas for the Town Council in accordance with Council Rules and Procedures for all regular and special meeting. Prepares and types notices, resolutions, and related packet material. Composes correspondence, conducting research for packet items. Gathers information in advance to prepare for council meetings. Informs Town Manager of requests for agenda items.
- Arranges and prepares informational packets and agendas for various boards, commissions, staff committees, etc. Attends meetings to take notes and prepares reports of meeting for Town Manager.
- Performs a variety of administrative support activities in an efficient and effective manner, including preparing and composing confidential and routine correspondence, report creation, addressing concerns by the public or employees.
- Transcribes and types confidential letters, reports, and records from dictation, rough draft, or transcription equipment. Composes documents from simple notes and composes correspondence.
- Independently uses judgement to prioritize and re-prioritize projects and assignments or requests for service.
- Manages and maintains the Town Manager's schedule (including travel schedule), meetings and appointments, and schedules the use of Town Hall conference rooms during business hours.
- Establishes and maintains complex and confidential records and files.
- Responsible for solving varied requests/problems from town residents, business owners, and elected officials. Makes appropriate referral to department head to resolve issues and follows up to ensure a timely response. Keeps Town Manager informed of issues addressed.

Senior Executive Assistant (CONT.)

- Serves as webmaster and administrator of Town website and documents platform for Town Council Members. Manages and facilitates website training for department liaisons. Oversees day-to-day site management, such as posting and updating new content to ensure accuracy and consistency across the Town's website.
- Coordinates evictions with State Marshals and moving companies. Works with Town staff for delivery and receipt of household goods and personal items. Follows eviction procedures as outlined in State Statutes.
- Receives and reviews all incoming mail and correspondence and forwards to appropriate staff for action when necessary and composes responses when appropriate.
- Provides assistance in the preparation and printing of the annual budget document.
- Manages the day-to-day activities of the Town Manager's office including overseeing clerical functions of staff and purchasing of office supplies.
- Serves as a liaison between the Town Management and outside agencies/organizations.
- Performs related work as required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of modern office practices and procedures.
- Ability to plan, design, and implement office procedures and to perform highly diverse and complex secretarial and administrative tasks without direct supervision.
- Ability to learn and understand the internal operations, responsibilities, and services offered by Town Government.
- Ability to work independently and use own judgement in handling confidential material and projects.
- Ability to transcribe and type with speed and accuracy and process a large volume of paperwork meeting established deadlines.
- Ability to establish and maintain complex record systems and files.
- Ability to efficiently schedule meetings, appointments, facility use, and appointment schedules. Ability to prioritize projects.
- Ability to deal courteously with the public and to maintain effective working relationships with Town officials and employees.
- Skill in using office automation equipment including data and word processing equipment and software.

MINIMUM QUALIFICATIONS:

- Associate's degree in secretarial science, business, or some closely related field.
- Five (5) years of increasingly responsible secretarial or office management duties.
- Any equivalent combination of education, experience, and training.

PHYSICAL REQUIREMENTS:

(Required for Essential Functions of Job; reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.)

Ability to push/pull and or lift objects less than twenty pounds. Ability to walk and sit and/or stand for long periods of time. Ability to reach and bend, file and type with speed and accuracy (using typewriter and computer). Ability to work at a typewriter and/or computer for extended periods of time.

Ability to see and read objects closely as in typing a document or reading a report. Ability to hear normal sounds such as telephone with some background noise and distinguish verbal communications. Ability to speak clearly.

MENTAL REQUIREMENTS:

(Required for Essential Functions of Job; reasonable accommodations will be considered under the Americans with Disabilities Act. This list is not all inclusive and may be supplemented as necessary.)

Comprehension adequate to understand verbal and written communication given by a supervisor, the public and other employees.

Ability to concentrate on fine detail with constant interruption. Ability to concentrate on tasks or functions for short periods of time (less than ten minutes) and for longer periods of time greater than one hour. Memory adequate to perform multiple and diverse tasks/assignments given over long periods to time. Ability to return to unfinished tasks when distracted and complete them efficiently.

Ability to file and retrieve materials using established filing system.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be considered under the Americans with Disabilities Act.)

The duties of the position occasionally expose the employee to dust, office fumes, and Electro-magnetic radiation as in CRTs. The noise level in the work environment is that of a busy office ranging from moderately quiet during slow periods to moderately loud in times of high activity.

*The above job description is illustrative and not a complete itemization
of all facets of the position.*