

**NOTICE OF VACANCY
September 17, 2020**

POSITION: Executive Assistant to the City Council

DEPARTMENT: City Council

SALARY RANGE: \$53,627.00 - \$69,371.00

**HOURS: Monday – Friday 8:30am to 5:00pm
Some evening/night meetings required**

Position Purpose:

Under the general direction of the Council Chair, responsible to independently perform complex administrative duties in a municipal setting with little supervision, including the ability to plan, direct manage and oversee the day to day operations and activities of the City Council office. The Executive Assistant serves as a liaison to the public; coordinates assigned activities with other City Divisions/Departments and outside agencies. Individual must be a self-starter and be able to work a flexible schedule that includes attending various required evening and night meetings.

Essential Functions:

- Prepare a variety of materials for the City Council, including composing memos and correspondence, responses to questionnaires, resolutions, proclamations, certificates of appreciation and other documents.
- Assist members of the public with inquiries regarding the City Council and other public agencies, both in person and on the telephone, utilizing considerable independent tact and judgment disseminating information.
- Maintain meeting Calendar and room schedule for Council and Sub Committee meetings.
- Assembles background packages of information for distribution to the City Councilor's and Sub Committee members.
- Responsible for assuring the department's compliance with the Public Records and Open Meeting Laws.
- Coordinates posting of all legal notices, agendas, and publications as required.
- Processes all mail for the City Council and maintains an office filing system for the City Council Office.
- Prepares meeting agendas and minutes in agenda management software for all Council, ad hoc and Subcommittee meetings
- Maintain a filing system for the City Council and staff.
- Perform other related duties as assigned.

Supervision:

Supervision Scope: Performs various office duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the direct supervision of the City Council Chair.

Supervision Given: None.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree required. Five to seven, 5 -7 years of Administrative experience or related office preferred; experience working with computers; experience working with the public and responding to customer service requests or any equivalent combination of education and experience. Prior experience with Massachusetts Open Meeting Laws and Public Records Laws/Federal Freedom of Information Act and Notary Public a plus.

Knowledge, Ability and Skill:

Knowledge: Advanced knowledge of common municipal administration processes, general knowledge of the functions of municipal government highly desirable. Basic working knowledge of office administration and best practices, general office procedures, and applicable local, state, and federal laws. Knowledge of Massachusetts open meeting laws and public records. Some knowledge of laws and regulations pertinent to position functions within a municipal government setting.

Ability: Ability to interact effectively and appropriately within a fast-paced municipal environment. Must be able to multitask and work independently with little supervision. Position requires attention to details, ability to meet deadlines consistently and be very organized. Ability to plan, organize and collaborate; ability to communicate effectively, ability to establish and maintain effective working relationships with the general public, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time constraints, ability to operate a computer and various programs.

Skills: Excellent interpersonal customer service and organizational skills, excellent written and verbal communication skills, excellent computer skills including proficiency in MS Office applications. Knowledge of Munis and Accela government software highly desirable. Basic recordkeeping, mathematic and clerical skills are required.

Physical Requirements:

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.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other city departments, city businesses, the general public, and city officials.
- Has access to department-related confidential and/or sensitive information including financial records, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.
- Errors in judgment could result in department errors, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the city.

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www.framinghamma.gov/jobs

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