



TOWN OF MANCHESTER



**POSITION AVAILABLE
EXECUTIVE ASSISTANT
Department of Public Works
37.5 hours/week - \$56,000 - \$61,000**

CLOSING DATE: Friday, February 3, 2023

(Applications must be received in the Human Resources Department by 4:30 p.m.)

SUMMARY OF POSITION: Performs a variety of highly skilled and complex administrative support activities to enhance the services of the Manchester Public Works Department. Performs research and complex projects, compiles information into concise reports, composes correspondences, and provides general administrative coordination to the department. Produces confidential information, prepares a variety of departmental reports, records, notices, or statistical data, and independently prepares and distributes bulletins and informational materials. Provides assistance in department budget preparation, prepares purchase requisitions, purchase orders, VRRs and other forms and monitors expenditures. Prepares and maintains departmental records including payroll entry, personnel activity forms, sick and vacation records. Interacts with and provides information to the public while maintaining a responsive and professional public image. The selected candidate will have considerable exposure to privileged and confidential information requiring the utmost discretion and will also authorize the release of information in accordance with established policies.

REQUIREMENTS: Graduation from high school or equivalent, plus; five (5) years' highly responsible secretarial or related work experience. Experience with confidential or highly sensitive information. Above average proficiency with Microsoft Office products, Munis and Kronos experience preferred. Knowledge or experience with payroll and budgets preferred.

EXAMINATION MAY CONSIST OF:

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Written/Computer Assessment*	50%	70%
Keyboard Examination*	Pass/Fail	55 w.p.m.
Oral Examination*	50%	70%

*Based on the results of the written/computer assessment and keyboard examination, the top applicants will be invited to participate in an oral examination. All parts of the oral examination including ratings and tests will be related to the requirements and duties of the position.

Applications and job descriptions are available in the Human Resources Department, 41 Center, Street, P.O. Box 191, Manchester, CT 06045-0191 or visit our website at: <http://townofmanchester.org/>. Applications must be received in the Human Resources Department by 4:30 p.m. or post marked by Friday, February 3, 2023. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate based on race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.