

Town of Topsfield



External Job Posting

**Executive Assistant – Selectmen/Town Administrator**

*(January 12, 2016)*

- Title:** Executive Assistant – Selectmen/Town Administrator
- Department:** Selectmen/Town Administrator; Town Hall; 8 West Common Street, Topsfield
- Posting:** January 20, 2016 to January 29, 2016 (Internal Candidates)
- Job Classification:** Grade 6 Non-Union; FLSA Non-Exempt/Hourly; Confidential
- Hourly Rate:** \$23.04 to \$30.24 per hour
- Scheduled Hours:** 40 hours weekly (Including evening meetings)
- Schedule:** Monday through Friday (8am to 4pm Mon-Thurs, 8am-12 Noon Friday, plus evening meetings)
- Summary:** The town of Topsfield (Pop. 6,300) is seeking qualified candidates for the full-time position of Executive Assistant to perform complex administrative and professional work in support of the Board of Selectmen and Town Administrator/Personnel Director for the Town of Topsfield.
- Key Duties:** The Executive Assistant provides primary administrative support for the Town Administrator and coordinates the Town's official executive business functions, including administrative and budget management, record keeping, Town-wide personnel and human resources activities, accounts payable, program collections and any official business of the Town under the direction of the Town Administrator.
- Executive Assistant must attend all Board Meetings; Manages all Selectmen meetings, agendas, correspondence and coordinates official Town business under the authority of the Board of Selectmen; Duties include but are limited to licenses, permits, meeting minutes, Town Meeting Warrant preparation, Annual Town Report, website administration and coordination of other Boards and committees as directed by the Board of Selectmen.
- Assists the Town Administrator with daily office management; Greets the public and responds to citizen correspondence, records requests; Communicates with Town Clerk, Financial Officers and other department heads, public officials and citizens.
- Education:** Minimum requirements: Associates Degree required; BA highly preferred.
- Experience:** Five (5) or more years of professional experience in a similar office setting or related field; Office Management experience highly preferred; Municipal experience highly desirable.
- Job Description:** For detailed job description go to: [www.topsfield-ma.gov](http://www.topsfield-ma.gov)
- Deadline:** Qualified applicants must apply **by Friday, January 29, 2016.**
- To Apply:** Submit a letter of interest, resume and employment application with a list of three (3) professional references by January 19<sup>th</sup> to Kellie Hebert, Town Administrator, 8 W. Common St., Topsfield, MA 01983 or to [selectmen@topsfield-ma.gov](mailto:selectmen@topsfield-ma.gov). AA/EEO employer.