**TOWN OF BRIDGTON**

**EXECUTIVE SECRETARY**

**TO**

**TOWN MANAGER AND DEPUTY TOWN MANAGER**

**POSITION NARRATIVE:**The Executive Secretary provides secretarial and administrative support to the Town Manager, Deputy Town Manager and Public Works Director. Maintains the Town of Bridgton Website including, but not limited to, postings of agendas and minutes, staff changes, calendar updates, new ordinances and ordinance changes. Monitors and posts information on the Town’s Facebook page. Responsible for posting of agendas and minutes for Town Committees.Executive Secretary exercises considerable independence of action in the disposition of routine matters, and in receiving complaints and providing information. The work involves high level of public contact. Some work may be of confidential nature and is performed under general supervision of the Town Manager/Deputy Town Manager.

**LEVELS OF AUTHORITY AND DECISION MAKING:**X ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.X DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.\_\_\_ DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.**SUPERVISION:**This position is supervised by the Town Manager/Deputy Town Manager.**EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)** Receives calls and callers, ascertains the nature of the inquiry - whether the question is directed to the Town Manager/Deputy Town Manager or should be routed to the proper official for answer or action.

Takes messages and refers them to the Town Manager/Deputy Town Manager or secures the requested information and relays it to the inquiring party.

Prepares standard reports from records and types correspondence, reports, and other general and technical materials for the Town Manager/Deputy Town Manager/Public Works Director as necessary.

Researches and compiles necessary data or information. General typing includes forms, reports, memos, agendas, and other correspondence. Composes routine letters and memos in response to standard inquiries.

Sorts, processes, and files correspondence and other material, determining proper file designation. Organizes and revises filing system as needed.

Provides clerical support to various Town departments as needed at the sole discretion of the Town Manager/Deputy Town Manager.

Maintains schedule and makes appointments for the Town Manager/Deputy Town Manager.

Various errands and correspondence for the Board of Selectmen as directed by the Town Manager/Deputy Town Manager.

Responsible for posting of agendas and minutes for Town Committees.

Maintains the Town of Bridgton Website including, but not limited to, postings of agendas and minutes, staff changes, calendar updates, new ordinances and ordinance changes.

Assists in putting together Town Budget, Town Warrants, and other special projects.

Prepares Provider Agency information packets and mail to all participating organizations and follow through.

Keeps notebook of all job descriptions and types revisions when necessary.

Correspondence and mail.

Updates bulletin board postings.

In charge of bid advertisements and record bids at the openings.

Responsible for various Town advertising, including newspaper ads for bid openings, job

openings, etc.

Performs other related work as required.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

Considerable knowledge of business English, spelling, grammatical construction, punctuation, arithmetic skills.

Knowledge of office practices, procedures, and equipment.

Ability to keep varied records to assemble and organize data and to prepare standard reports from such records.

Ability to establish and maintain a high level of positive public relations with the citizens of the Town of Bridgton.

Skill in the operation and care of various office equipment, including typewriters, copiers, calculators, computers, and other miscellaneous equipment.

High level of competency with computer office software.

**DESIRABLE EXPERIENCE AND TRAINING:**

High school diploma or equivalent with emphasis in business or secretarial science.

College business training or other related training desirable.

Prior office experience of a progressively responsible nature.