

Job description

Position Title: Executive Assistant/ Social Media Project Specialist (Part-time)

FLSA Status: Non-exempt

Job Summary:

Provides High level administrative and project support to the Town Manager. Oversees social media outreach efforts and ensures that assigned projects are completed in an efficient and satisfactory manner.

Supervision:

This position may have project related supervisory responsibilities. When working demonstrates a project oriented, helpful approach to assist co-workers, especially Town Clerk. This position may be directed to report to the Town Clerk from time to time.

Duties and Responsibilities:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge skills and other characteristics. This is not intended to be a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Employees will support the Town's vision and model proper behavior by:
 - A. Cultivating a positive work environment.
 - B. Providing quality customer service and maintain productive working relationships.
 - C. Prioritizing and setting manageable goals.
 - D. Adapting to project changes effectively and in a timely manner.
 - E. Being otherwise efficient with work time. Being able to track and prioritize multiple projects at once.
 - F. Communicating effectively with management, staff, customers, visitors, contractors, and vendors.
 - G. Being flexible, adaptive, and taking criticism constructively.

- Employees will support compliance-related items by:
 - A. Following internal procedures such as purchasing procedures and external regulations.
 - B. Ensuring that projects are compliant to all regulations and rules.
 - C. Bring compliance issues to the attention of management.
 - D. Work collaboratively in all facets of position to meet position requirements and support Town goals.
 - E. Conform to all safety rules and standards and use appropriate safety equipment when required.

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- F. Manages and ensures that staff and town projects are completed efficiently, safely, correctly and to the general satisfaction of all involved of all parties.
 - G. Provides, produces, and assists in the procurement of necessary materials to ensure the success of projects.
 - H. Manages the Town Manager's schedule.
 - I. Directly assists or undergoes work to ensure that projects are completed in compliance with deadlines, standards, and goals.
 - J. Manages Town's social media presence and carries out regular duties in notifying the public about relevant upcoming projects and situations.
 - K. Encourages greater social media participation.
 - L. Update town website in collaboration with town staff.
 - M. Identify opportunities to influence public perception through audience engagement.
 - N. Participate in public events and public meetings. Responsibilities may include set up, tear down and other preparation in anticipation of public events.
 - O. Assists Town Manager with editorial duties to ensure proper communication between Town Staff and the public.
 - P. Provides contractors and the public with information necessary to complete projects, establish communication with departments, foster positive relationships between departments.
 - Q. Provides clear, concise, and helpful instructions to staff when assisting with projects.
 - R. Manage project portfolios containing specific project details, specifications, and milestones.
 - S. Assist all staff with basic computer, mechanical, and software related issues or provide equally satisfactory alternatives.
 - T. Create and foster an open and communicative office environment to ensure office cohesion, communication, and effectively identify and assist with the correction of issues that arise.
 - U. Install, update, maintain and coordinate electrical/computer equipment when necessary.
 - V. Complete other duties as assigned by Town Manager or Town Clerk.

Education and Experience Required:

High school diploma, GED, or equivalent plus related experiences preferred in the office setting.

Certificates, Licenses, and Registrations Required:

Must have and maintain a valid Arizona's Driver's License.

Other:

Ability to work schedule required to fulfill duties of position; At times, individual must be able to work in a fast paced environment with ability to handle, manage, and prioritize multiple tasks, projects and demands and to seek supervisory assistance as appropriate;

Frequent use of computers, computer equipment, office equipment, and electronic equipment.

Safe work practices.

Skills and abilities:

- Understand and follow oral and written directions.
- Learn and perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Strong ability to define problems, collect data, establish facts, and draw valid conclusions.
- Comfortable working under pressure and strict deadlines.
- Must be a self-starter, able to work independently as well as within teams of co-workers effectively.
- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to effectively plan, organize, and direct the activities and workflow of others.

Computer Skills Required:

Word Processing (MS Word)

Spreadsheets (Excel)

E-mail

Social Media Platforms

Internet (moderately proficient in using search engines)

Troubleshooting (ability to run commands or diagnose computer/electronic issues)

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to talk and hear. The employee is regularly required to stand, walk, sit, lay for long periods of time, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms. Employees may be required to carry, push/pull objects and materials up to 25 pounds. Specific vision abilities required by the job include close vision, ability to adjust focus, and manual dexterity in

combination with eye/hand coordination. Noise level in the work environment is usually moderately quiet.

Examples include but are not limited to:

Frequent walking, standing, lifting to approximately 50 pounds and occasional lifting of objects weighing up to approximately 100 pounds may be required.

Vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for diagnosing and repairing maintenance and mechanical problems; the worker is subject to inside and outside environmental conditions, noise and hazards.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be and are not a complete and exhaustive list of responsibilities, duties, and skills, required of personnel so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.

