



The Town of Warrenton is seeking a highly motivated individual to fill the position of Executive Assistant to the Town Manager. This is a critical role, providing high-level support to the Town Manager. The ideal candidate must be highly organized, deadline-driving, aware of and responsive to time-sensitive items, be able to manage multiple competing priorities, and maintain a professional demeanor while working in a fast-paced environment. Responsibilities include serving as primary administrative and clerical support to the Town Manager, preparing letters, memoranda, news releases, and other various Town documents for the Town Manager, and other duties as assigned. **First review of applications will occur March 24, 2021.** For more information on the Town of Warrenton, please visit <https://www.warrentonva.gov/>.

To apply please visit, <https://www.governmentjobs.com/careers/warrentonva>.

Requirements:

- Education and experience equivalent to a Bachelor's degree in business or public administration or related field.
- Notary Public of the Commonwealth of Virginia.
- An equivalent combination of training and experience in a closely related field may be considered.
- Preferred: Minimum five (5) years experience in an executive office environment.
- Preferred: Experience working with elected officials.



## Town of Warrenton

### Executive Assistant to the Town Manager

Job Description Code: 12110-01

Established Date: Amnie Dingus on 03/10/2021

Last Revised Date: Amnie Dingus on 03/10/2021

Effective: 03/10/2021

#### Salary Range

\$21.46 - \$34.34 Hourly

\$1,716.98 - \$2,747.17 Biweekly

\$44,641.46 - \$71,426.34 Annually

#### Bargaining Unit

N/A

#### EEO

EEO4-Administrative Support

#### Occupational Group

N/A

#### FLSA

Exempt

#### Benefit Code

FT

#### Physical Class

N/A

#### Essential Position

No

#### Description

##### Definition

This position provides a variety of advanced professional, administrative, and executive work for the Town Manager's Office. Work involves the performance of difficult administrative and clerical work. Work is performed under the regular supervision of the Town Manager.

##### Working Conditions

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

##### Essential Functions/Typical Tasks

1. Serves as primary administrative and clerical support to the Town Manager; prepares and maintains detailed, complete, official, and/or confidential records and files;
2. Answers telephone and assists the public with inquires, complaints, etc.;
3. Serves as Freedom of Information Act contact for the Town and performs associated duties such as responding on behalf of the Town and coordinating and advising staff on compliance;
4. Schedules appointments, meetings, conferences and, for the Town Manager;
5. Arranges travel for the Town Manager for attendance at conferences, seminars, and trainings;
6. Prepares letters, memoranda, news releases, and other various Town documents for the Town Manager;
7. Assists Town Clerk in records management, to ensure all official records of the Town are on file and reviews and approves requests for destruction of records in accordance with the Library of Virginia guidelines;
8. Assists Department Heads with maintaining the Town website and social media accounts, as directed by the Town Manager;
9. Works in conjunction with the Town Clerk to coordinate legislative activities and records;
10. May be required to serve as the backup to Town Clerk at meetings;
11. Performs other related tasks as required.

#### Education, Experience & KSAs

##### Education & Experience

Education and experience equivalent to a Bachelor's degree in business or public administration or related field; minimum five (5) years experience in an executive office environment, preferred, previous experience in government preferred.

##### Knowledge, Skills & Abilities

Comprehensive knowledge of the functions and organization of municipal government; comprehensive knowledge of standard office procedures, practices, and equipment; ability to research and prepare reports; ability to communicate both orally and written; ability to establish and maintain effective working relationships with Town officials, employees, associates, and the general public; ability to maintain confidential information; ability to work independently in the absence of specific instructions.

## **Special Requirements and Disclaimer**

### **Special Requirements**

Must possess satisfactory results of a pre-employment investigation. Must be a Notary Public of the Commonwealth of Virginia.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job