



## TOWN OF THUNDERBOLT Employee Position Description

<b>POSITION</b>	Executive Assistant
<b>DEPARTMENT</b>	Thunderbolt General Administration
<b>DIRECT SUPERVISOR</b>	Town Administrator
<b>JOB SUMMARY</b>	This position provides administrative support to the Town Administrator.
<b>QUALIFICATIONS (MINIMUM)</b>	<p>Bachelor's Degree in Business/Public Administration, Human Resources or related field, is preferred. Detail oriented, professional and personable and must be able to work well with elected officials, residences, and other officials and employees of other municipalities and state and federal representatives. Effectively handle multiple tasks and other duties as assigned.</p> <p>Valid GA driver's license and have adequate means of transportation.</p> <p>Demonstrated ability to communicate clearly and concisely in oral and written form.</p> <p>Must agree to background check</p>
<b>DESCRIPTION OF DUTIES</b>	<ul style="list-style-type: none"> <li>• Types, formats, edits, revises, proofreads and prints reports, correspondence, memoranda, contracts, agreements and other specialized materials.</li> <li>• Arrange meetings and conferences, schedules interviews and appointments, and performs other duties related to maintaining one or more individual schedules</li> <li>• Handles inquiries and requests from the public and other departments; provides general and specialized information regarding assigned functions that require the use of judgment, tact and sensitivity and the interpretation of policies, rules and procedures.</li> <li>• Performs other related duties as assigned</li> </ul>
<b>KNOWLEDGE DESIRED</b>	<ul style="list-style-type: none"> <li>• Knowledge of modern office practices and procedures</li> <li>• Ability to learn departmental programs, policies, and procedures</li> <li>• Skill in handling confidential matters</li> <li>• Skill in oral and written communication</li> <li>• Skill in interpersonal relations</li> </ul>
<b>GUIDELINES</b>	Guidelines include the Town of Thunderbolt Personnel and Procedures Manual, federal and state laws. Uphold professional and personal confidentiality among petitioners, residences, employees and Town Council members.
<b>COMPLEXITY</b>	The work consists of related administrative duties. Frequent interruptions, time constraints, and malfunctioning equipment contributes to the complexity of the position.

<b>SCOPE AND EFFECT</b>	The purpose of this position is to provide administrative support to the Town Administrator. Successful performance results in the efficiency of office operations.
<b>PERSONAL CONTACTS</b>	Contacts are typically with co-workers, department heads, other city employees, elected and appointed officials and their representatives, business leaders, candidates for employment, and the general public.
<b>PURPOSE OF CONTACTS</b>	Contacts are typically to provide services, to give or exchange information or to resolve problems.
<b>PHYSICAL DEMANDS</b>	The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.
<b>WORK ENVIRONMENT</b>	The work is typically performed in an office.
<b>SUPERVISORY AND MANAGEMENT RESPONSIBILITY</b>	None