

**DRAFT: 6/24/2025**

**TOWN OF LEDYARD**  
***EXECUTIVE ASSISTANT TO THE MAYOR***  
**~~DIRECTOR OF ADMINISTRATIVE SERVICES / MAYORAL ASSISTANT~~**

**NATURE OF WORK:**

Performs highly responsible managerial and professional functions involved in providing support to the Mayor in administering the affairs of Town government. Maintains confidentiality in all areas of conduct. In the absence of the Mayor, provides continuity of administrative leadership to Town organization. Provides information and service to the general public and to other government entities. Supports other Town Hall departments as assigned.

**ADDITIONAL ASSIGNMENTS:**

*Additional Assignments as directed by the Mayor.* ~~In addition the position fulfills the requirements of: Blight Official, Americans with Disabilities Act Coordinator, Public Information Official and Manager of the Gales Ferry Landing Facility.~~

**SUPERVISION RECEIVED:**

Receives general direction from the Mayor. Assignments are generally independently prioritized and accomplished.

**SUPERVISION EXERCISED:**

Provides administrative supervision to office assistant, , and intermittent and seasonal employees. Coordinates with Public Works Department personnel involved in the scheduling of required maintenance of Town Hall buildings and grounds. As necessary, notifies and directs other department heads or personnel ~~of~~*regarding* critical issues requiring immediate action.

**ESSENTIAL JOB FUNCTIONS:**

The following are illustrative of the duties and responsibilities associated with the position, but are not intended to be all-inclusive.

Provides administrative oversight of daily operations. Writes/edits policies and procedures, resolutions and ordinances and makes recommendations to the Mayor regarding same.

Coordinates with State and other municipal agencies in support of the Mayor's intergovernmental responsibilities.

As the Town's risk manager and safety officer, evaluates municipal loss exposures. Processes all ~~non-workers' compensation~~ insurance claims, *except workers compensation claims*, maintains records and follows case flow of same.

Provides administrative assistance to the Mayor. Prepares correspondence and documents of varying formats, including those of a highly confidential nature. Schedules appointments and arranges meetings. Maintains Mayor's office files.

Performs research and investigations as required, including confidential matters. Disseminates information to the general public and other government entities on behalf of the Mayor.

Prepares departmental budgets for Mayor's Office, Administrative Support, ADA Coordinator, Heath District, Probate, and Town Attorney. ~~and Gales Ferry Landing~~ *Manages town owned properties* and *other departments as directed by the Mayor*, adheres to strict departmental allocations.

Drafts and distributes town wide communications through various print materials, social media platforms, and oversees town digital sign content. Coordinates with Town departments, commissions, committees & boards in the publication of the quarterly Ledyard Events Magazine. Coordinates preparation, editing, design, and publication of Town's Annual report.

Independently composes correspondence and prepares required complex statistical reports for various agencies.

Serves as an administrator for the Town of Ledyard meeting portal. Updates information and membership for Mayor appointed commissions, committees and boards.

Prepares agendas and record minutes for scheduled public hearings, regular and special meetings for various commissions, committees and boards as assigned. Posts related legal notices.

Provides administrative support for assigned commissions, committees and boards including preparation of purchase orders, ordering materials & supplies, payment documents, grant preparations and reporting, certifications and other applicable tasks.

Negotiates, purchases/leases and maintains office equipment, service agreements and building maintenance equipment and supplies, *where appropriate*. Negotiates and engages services of various vendors in the maintenance of equipment. Assists the Public Works department with asset management and maintenance of public infrastructure.

Responsible for oversight of proper dissemination of incoming and outgoing mail. Screens incoming calls, refers to appropriate staff members, and follows up *as necessary* to ensure timely response.

Carries out the responsibility of the Public Information Official providing required information to the public and media during Town emergencies.

Acts as the Manager for *town owned properties* ~~the Gales Ferry Landing~~ collecting rents, making deposits, interviewing and recommending new tenants as necessary.

~~Acts in accordance with Town Ordinance with regard to Blight in the Town of Ledyard.~~

Performs the function of the Town of Ledyard Americans with Disabilities Coordinator providing guidance, training, policy recommendations for the Town's compliance with the Americans with Disabilities Act.

Serves as a Notary Public.

Performs related work as required.

**\*\*\*\*\*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position\*\*\*\*\***

## **KNOWLEDGE, SKILLS AND ABILITY**

Skills and knowledge required in this position would generally be acquired with an Associated ~~s~~ Degree in Public Administration, Business Management, or closely related field, with three years of government office administration experience, or a combination of the aforementioned education and practical experience totaling five years of progressively responsible office management experience.

Thorough knowledge of business English, grammar and punctuation with ability to organize and express thoughts and ideas orally and through written communications, to follow written and oral instructions and to compose and prepare effective correspondence and other written materials.

Thorough knowledge of the functions, laws, regulations and policies of the Town, State, and Federal governments, or the ability to acquire such knowledge during a reasonable period of time.

Thorough knowledge of Town departments and services, or the ability to acquire such knowledge during a reasonable period of time.

*Proficient use* ~~Considerable knowledge~~ of computer software *used in the Town Hall* as applied to office applications, ~~Proficiency in the use of Microsoft Suite~~, internet applications and the ability to acquire knowledge of Town financial and record keeping systems within a reasonable period of time.

Considerable knowledge of modern office practices and procedures, office management and protocols.

Knowledge and understanding of insurance policies and procedures as related to property damage and professional liability, or the ability to acquire such knowledge in a reasonable period of time.

Working knowledge of municipal finance and the ability to prepare departmental budget and manage within authorized allocations.

Ability to adjust quickly to changing priorities in an often stressful environment.

Ability to plan, organize, direct, coordinate and evaluate work of employees.

~~Must be able~~ **Ability** to establish and maintain effective and courteous working relationships with public officials, residents, members of the general public, other agencies, co-workers, and subordinates, and to effectively and discreetly convey information as required.

#### **LICENSE OR CERTIFICATE**

Certificate of ADA Coordinator designation from the Department of Justice or the ADA Coalition of Connecticut desirable.

Designation as Notary Public

#### **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 this job.

While performing the duties of this job, the employee is frequently required to speak and hear; walk; sit; stand; bend; stoop; kneel, use hands and fingers to handle, feel or operate objects, tools or controls; reach with hands and arms, use ~~wrist~~ ~~writs~~ for repetitive motion. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision and the ability to adjust focus. Hand/eye coordination is necessary to operate computer and various pieces of office equipment.

The employee must be free from mental and/or physical disorder which would interfere with the performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in every day stressful and emergency situations. Employee may occasionally have to function in situations where subjected to aggressive verbal behavior.

#### **OTHER**

This position is recognized under the Resolution Establishing Administrator/Department Head *as referenced in the Town Charter* ~~Benefits and is therefore an at will employee of the Town of Ledyard.~~

\*\*\*\*This job description does not constitute an employee agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and of the job change.\*\*\*\*

Adopted by the Ledyard Town Council: \_\_\_\_\_

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Chair

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