



Town of New Milford Personnel Department

10 Main Street, New Milford, CT 06776
Telephone (860)-355-6089 – Fax (860)-355-6031

JOB CLASSIFICATION DESCRIPTION

Job Title: Executive Secretary
Department: Office of the Mayor

Appointed-Full Time-Exempt
Non-Union
40hrs/wk

GENERAL STATEMENT OF DUTIES: Performs administrative, secretarial, and complex clerical activities in the Mayor's office a minimum of 40 hours per week. Assists with special projects and events, including evening and weekend events.

SUPERVISION RECEIVED: This position reports directly to the Mayor.

GENERAL DUTIES AND RESPONSIBILITIES FOR MAYOR'S OFFICE:

- Takes complex notes and has ability to translate notes into complex memoranda and accurate reports and other documents for the Mayor;
- Able to transcribe notes from a range of electronic means when necessary. This may include providing backup service for the Town Council night recording secretary if necessary and at the approval of the Mayor;
- Represents the Mayor both in person and over the phone by providing assistance to the public, town officials and agencies, Town of New Milford staff and other governmental authorities in a professional and courteous manner;
- Maintains and manages the Mayor's files pertaining to all pending matters with particular attention to those matters requiring further action by the Mayor and the Mayor's staff;
- When necessary, assists in researching and preparing material for meetings attended by the Mayor and initiates this process when necessary. This includes, but is not limited to, Town Council meetings, Town Council Special Meetings, Town Council Executive Session meetings and other meetings as required;
- Keeps the Mayor's appointment calendar current and alerts the Mayor on an ongoing basis as to commitments or conflicts in the calendar. Rearranges the Mayor's calendar at the Mayor's request in a courteous and professional manner;
- At the Mayor's direction, coordinates press releases and material for reporters, ensuring accuracy and timeliness regarding these releases and reports.
- Abides by the Mayor's policies regarding interface with the press; Prepares accurate and timely proclamations for the Mayor's signature, obtaining information from civic groups, town boards and commissions when applicable;
- Receives and coordinates the issuance of vending permits following all appropriate guidelines;
- Scans daily newspapers for articles concerning New Milford and the Mayor and provides them to the Mayor for review;

- Performs other office support duties, including but not limited to telephone coverage, lunch hour coverage, vacation coverage, and non-regularly scheduled work hours meeting coverage as requested by the Mayor;
- Document complaints accurately and provides them to the Mayor for timely review;
- Compiles and sends information to consultants, surrounding towns, and State and/or Federal agencies when applicable;
- Maintains computer data where appropriate;
- Answers the telephone and greets the public in a professional and courteous manner;
- Performs other routine secretarial duties as required by the Mayor.

KNOWLEDGE, SKILLS AND ABILITY:

- Ability to coordinate work in the Mayor's office with continuous interruptions and background noises;
- Ability to work under demanding deadlines and changing priorities and conditions;
- Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions;
- Ability to understand and relate to specific mayoral concepts and positions;
- Ability to remember multiple tasks/assignments over long periods of time;
- Ability to file letters, correspondence and reports;
- Ability to attend and participate in night meetings and weekend events at the Mayor's request;
- Ability to type 50 words per minute with accuracy;
- Must be able to work independently and deal effectively and courteously with the public, town officials and associates;
- Must possess excellent oral and written communication skills including the ability to compose complex correspondence;
- Must be willing to attend courses, seminars and training to maintain and update computer or other technological skills when requested;
- Must be able to organize and prioritize work between the Mayor's office and any other Town departments as needed;
- Must be able to maintain confidentiality when applicable;
- Must be able to flex the weekly work schedule to accommodate changing priorities or the need for night meetings, extended day meetings, and weekend events;
- Must maintain a valid driver's license;
- Computer literacy with Windows run programs, email, Internet access, database and spreadsheet entry and reports and the ability to learn new programs as needed.

EDUCATION, TRAINING AND EXPERIENCE:

High School diploma or GED required. Minimum of four year's experience in secretarial work in a busy office required. Associate's Degree or BS/BA preferred. The position requires computer literacy with Windows run programs, e-mail, Internet access, database and spreadsheet entry and reports and the ability to learn new programs as needed.

Must be able to work a flex schedule to accommodate changing needs of the Mayor.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement. This position is an appointment by the Mayor and the employee may be discharged at-will with or without cause.

Veterans preferred

The Town of New Milford is an Equal Opportunity Employer.

Updated by Mayor's Office/Personnel Feb, 04.

Updated by Mayor's Office/Personnel July, 04

Approved by Town Council on April 26, 2004

Updated by Mayor's Office/Personnel July 15, 2005

Updated by Personnel November 17, 2017

Updated by Personnel March 19, 2026

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out job duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)					
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift					
Frequency:	N	O	F	C	Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands:					Depth Perception				X					
Standing		X			Color Distinction				X					
Walking		X			Peripheral Vision				X					
Sitting				X	Driving		X							
Lifting		X			Physical Strength:									
Carrying		X			Little Physical Effort (-10 lbs.)				X					
Pushing		X			Light Work (-20 lbs.)		X							
Pulling		X			Medium Work (20-50 lbs.)		X							
Climbing		X			Heavy Work (50-100 lbs.)	X								
Balancing		X			Very Heavy Work (100+ lbs.)	X								
Stooping		X			Environmental Conditions:									
Kneeling		X			Cold (50 degrees F or less)		X							
Crouching		X			Heat (90 degrees F or more)		X							
Crawling		X			Temperature Changes	X								
Reaching			X		Wetness	X								
Handling				X	Humidity	X								
Grasping			X		Extreme Noise or Vibration	X								
Twisting			X		Exposure to Chemicals	X								
Feeling			X		Exposure to Gases and Fumes	X								
Talking			X		Exposure to Unpleasant Odors	X								
Hearing				X	Exposure to Bodily Fluids	X								
Repetitive Motion				X	Exposure to Dampness	X								
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X								
Visual Acuity/Near				X	Mechanical Hazards	X								
Visual Acuity/Far				X	Physical Danger	X								

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.