



City of Central Falls Job Posting

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| LOCATION: | City of Central Falls 580 Broad Street Central Falls, RI 02863 |
| POSITION TITLE: | Executive Administrative Assistant |
| DEPARTMENT: | Mayor's Office |
| SALARY: | \$41,000 per year (plus benefit package) |
| POSITION TYPE: | Full-time |

POSITION DESCRIPTION SUMMARY

The primary purpose of this position is to provide administrative support and assistance to the Mayor. In addition to performing basic administrative duties such as answering, screening and directing phone calls and providing basic secretarial and clerical duties at the direction of the Mayor, he/she relieves the Mayor of administrative details relating to office operations and scheduling.

The incumbent shall be required to function as a confidential assistant due to the nature and content of the work performed. The incumbent shall be responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. The incumbent shall be responsible for devising a plan to make the Mayor's Office go green through the creation of electronic filing systems and the like.

DUTIES AND RESPONSIBILITIES

- Performs a wide variety of specialized procedures related to office activities and activities located within the community. Must interface with civic organizations and the public concerning the scheduling of the Mayor. Creates and maintains process for day-to-day operations in the Mayor's office.
- Assists the Mayor, City Council, the public, other city departments, state officials, outside organizations, and vendors by coordinating and consolidating information.

- Maintains a high level of technological systems and needs to operate those systems both in the office and remotely. Must be proficient in Excel, Word, Outlook, and Power Point, web browsers, and be able to prepare and maintain the Mayor's electronic calendar.
- Must deal with many diverse populations and personalities at all levels of municipal government. Must be organized and maintain a high level of professionalism.
- Exercises responsibility for the day-to-day operations of the Mayor's Office.
- Maintains all office files and constituent contacts. Assists in maintaining a data base for constituent complaints, and assists in follow up on constituent complaints.
- Assists in the planning and coordination of events for the Mayor's Office and economic development team. May be required to staff the Mayor at various events.
- May be required to attend special meetings and functions after business hours or/and on weekends.
- Performs similar or related work as required, directed, or as the situation dictates.
- Handles confidential material and will be required to sign a confidentiality agreement.
- Prepares and reviews a variety of documents such as correspondence and citations.
- Makes photocopies, faxes documents, processes & receives correspondence and performs other clerical functions.
- Performs other related duties as required.

ELIGIBILITY CRITERIA

- Must be at least 18 years old
- Ability to pass a background (BCI) check
- Must have completed a full vaccination series against the COVID-19 virus

QUALIFICATIONS, EDUCATION, AND EXPERIENCE REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or GED required
- Five (5) years or more of administrative experience
- College degree preferred
- Municipal experience preferred

PREFERENCE IN HIRING WILL BE GIVEN TO:

- City of Central Falls Residents
- Bilingual applicants who can demonstrate fluency in a second language as spoken by at least 10% of Central Falls City residents, as determined by the United States Census Bureau; and
- Military members/veterans

LANGUAGE SKILLS

Ability to read, analyze and interpret complex materials. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from a wide variety of municipal officials, businesses, and the general public. *Fluency*

in a second language spoken by a sizeable portion of the city, such as Spanish or Portuguese, strongly preferred.

REASONING ABILITY

Ability to organize time, work independently, and accomplish tasks despite frequent interruptions; ability to maintain detailed statistics and records; ability to deal effectively and tactfully with the public and all municipal officials; ability to maintain confidential information; ability to compose correspondence and to prepare, type, and proofread reports as to form and logic flow; ability to communicate effectively.

PHYSICAL DEMANDS

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

EQUAL OPPORTUNITY EMPLOYER

Central Falls is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation. Read the City's full nondiscrimination policy here: <https://www.centralfallsri.gov/city-clerk/page/title-vi-nondiscrimination>.

APPLICATION INSTRUCTIONS

Application and resume can be submitted through the following:

- In person or by mail to 580 Broad Street, Central Falls, RI 02863 Attn: Human Resources Department
- Email: ldias@centralfallsri.us.

Applications can be found on our website at www.centralfallsri.us under Human Resources/Employment.

Closing Date: Open until filled