

Executive Assistant

The Executive Assistant shall provide responsible assistance to the Director of Public Works and public works supervisory staff. He/she supervises or prepares, enters, and records bills for payment. He/she files and maintains employee training records, vehicle and equipment records, maintains various bid documents. In addition, the Executive Assistant will serve as Recording Secretary for the Road Commission, Cemetery Trustees, Stormwater II Committee, Solid Waste Task Force Committee, and any other committee in which deemed necessary by the Public Works Director.

Supervision Received

The Executive Assistant works under direction of the Public Works Director, who assigns areas of responsibility, gives daily assignments, outlines policy, reviews work in progress and / or completion, and provides instruction as necessary. He/she performs duties with some independence; exercises judgment such as determining correct courses of action, and to which supervisor's attention the complaints/information should be brought to, and whether a concern warrants the Director of Public Works' attention. Performed duties are in accordance with established and specified procedures.

Supervision Given,

The position carries a certain amount of discretionary latitude. Oftentimes, the executive assistant must relay directives from supervisory staff to public works employees just as if the order came from the supervisor him/her self. The Executive Assistant directly supervises full or part-time secretarial staff working in public works capacities.

From the Town of Amherst's Policy and Procedure Manual, 2009.