



City of Milford
Executive Assistant – City Manager
Pay Grade: 6

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Three (3) years' progressively responsible administrative support experience working with management-level staff and dealing with the general public. NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. Must obtain and maintain certification as a Delaware Notary Public. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Subject to random drug and alcohol testing in accordance with City policy.

Minimum Education Requirements: High school diploma or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. An Associate Degree in Business is desirable. Certified Municipal Clerk (CMC) designation is preferred.

Direct Supervisor: City Manager

Supervisory Responsibility: None

Primary Work Location: Office setting. Essential functions are regularly performed without exposure to adverse environmental conditions.

Physical Demands: Sedentary work which requires exerting up to 10 pounds of force. Requires the ability to exert light physical effort which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Job Summary: The Executive Assistant provides highly responsible, confidential, and complex administrative support to the City Manager, assisting with the overall administration of City operations.

The Executive Assistant shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service.

Supervision Received: Work is performed under the general supervision of the City Manager.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Administrative Oversight:** Oversees the administrative functions of the City Manager's Office.
- **Data & Reporting Management:** Gathers and maintains information and data to prepare periodic and special reports for the City Manager's area of responsibility.
- **Complaint & Inquiry Resolution:** Receives and responds to complaints, concerns, and inquiries by disseminating routine or confidential information using sound discretion and knowledge of departmental policies, or by referring issues to the appropriate party for resolution and follow-up.
- **Correspondence & Document Preparation:** Prepares and types correspondence, memoranda, documents, reports, emails, and other materials, ensuring strict confidentiality is maintained.
- **Calendar & Liaison Coordination:** Schedules and maintains the City Manager's appointment calendar and serves as the liaison between the City Manager's Office and the Mayor/City Council.
- **Information & Request Coordination:** Contacts City staff and external agencies to secure necessary information or relay requests from the City Manager.



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- **City Council Meeting Support:** Gathers materials from various City departments for City Council meeting agendas and packets and collaborates with the City Clerk to upload these materials.
- **Meeting Minutes Assistance:** Assists the City Clerk with recording minutes for boards, commissions, and internal meetings.
- **Editing & Proofreading:** Proofreads and edits correspondence, newsletters, and other materials prepared by City personnel.
- **Agenda Review & Participation:** Attends meetings with the City Clerk and City Manager to review upcoming City Council agendas.
- **Capital Project Tracking:** Monitors and tracks the progress of all City-wide capital projects, providing quarterly reports to the City Manager and Department Directors.
- **Procurement Processing:** Processes purchase order requisitions on behalf of the City Manager.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Office equipment and machines, including personal computers.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint),
- Software used for related tasks.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint).

Skills

- Excellent verbal and written communication with City staff and the general public.
- Time management.
- Able to keep workload and tasks organized.
- Able to prioritize duties and task in proper manner.

Abilities

- Maintains the highest level of confidentiality and professionalism, while completing time-sensitive duties with dedication, detail, and accuracy.
- Exercises independent judgment in accordance with established policies and practices.
- Interacts with public.
- Deals tactfully and courteously with the public and with City staff.
- Capable of performing duties without close supervision.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my supervisor and human resources.

City Manager:

Employee:

Human Resources Director:
