



## Township of Springfield

COUNTY OF UNION

STATE OF NEW JERSEY

ESTABLISHED APRIL 14, 1794

### JOB SPECIFICATION

<b>Title</b>	Confidential Executive Assistant
<b>Department</b>	Administration
<b>Type</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> A.F.S.C.M.E. <input type="checkbox"/> P.B.A <input type="checkbox"/> F.M.B.A.
<b>Reports to</b>	Administrator
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	1 year

### Summary/Definition

Acts as representative responsible for assisting in the execution of department functions through implementation of policy and development, management, and control of plans, programs, and operations; serves as the human resources specialist and coordinates personnel programs, policies, and practices for the employees; does other related duties as required.

### Duties/Responsibilities

- Plans, organizes, and executes programs.
- Coordinates various functions within the municipalities.
- Ensures that project target dates and/or deadlines are met.
- Completes and tracks various federal, state and county filings related to emergency management and public safety.
- Resolves problems which may arise and refers critical delays as necessary to supervisors.
- Serves as liaison with other departments and agencies to alleviate management and administrative problems, and fulfills organizational needs and requirements by collaborating with associates, conferring with associates in matters of recruitment, payroll, and employee problems, and by consulting finance personnel in matters of budget limitations and policies.
- Participates in or performs special studies or investigations which require analysis of requests and statistics in highly sensitive areas, and makes recommendations regarding appropriate action.
- Interviews visitors concerned with projects, explains position of the department, and advises the supervisor on matters requiring personal attention.

- Acts as an official representative at meetings and conferences.
- Drafts correspondence in the course of official duties.
- Develops, reviews, and interprets objectives, policies, and procedures.
- Prepares clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Assists in the preparation of ordinances or resolutions.
- Maintains liaison between the Administrator and workforce in personnel matters including appointments, promotions, transfers, demotions, dismissals, and disciplinary actions.
- Provides assistance on personnel activities and issues.
- Disseminates policy and procedural information to appropriate staff.
- Coordinates the training needs of the municipality.
- Assists the Administrator with contract negotiations and drafting proposals and counter proposals.
- Creates, analyzes, and/or collects payroll data for collective negotiations and grievances.
- Calculates and analyzes proposed salary adjustment proposals for the Administrator for the determination of salary increases for collective negotiations.
- Works with Administrator in reviewing the collective negotiations agreements and proposing revisions, deletions and modifications to contracts.
- Assists in contract negotiations by providing support to the Administrator in relation to the effect of the Union's proposals and the Township's ability to fund.
- Investigates personnel problems and communicates with labor counsel for collective negotiations and grievances.
- Directs the establishment/maintenance of records and files; maintains and ensures the confidentiality of records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the municipality.

## **Requirements**

### **Education**

- Graduation from an accredited college or university with a Bachelor's degree.

### **Licenses**

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

### **Certifications**

### **Experience**

- Three (3) years of experience planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

*Note: A Master's degree in Public Administration, Business Administration, Personnel Administration, Management, or other related field from an accredited college or university may be substituted for three (3) years of indicated experience.*

## **Knowledge/Skills/Abilities**

- Knowledge of modern budget practices, procedures, problems, and analysis.
- Knowledge of the programs, responsibilities, functions, organization, budget, and operating problems of the municipality after a period of training.
- Knowledge of employee performance evaluation procedures.
- Ability to read and interpret pertinent state and federal laws and the rules, regulations, and policies of the municipality concerning budgets, budget control, fiscal procedures, and personnel.
- Ability to read, interpret, and analyze collective bargaining agreements and their budgetary impacts.
- Ability to plan, initiate, and execute programs.
- Ability to analyze, interpret, and apply basic laws, rules, regulations, and established procedures, and apply them to specific problems or tasks.
- Ability to work cooperatively with associates and staff of other departments, and/or branches of government, and with the public.
- Ability to use basic information to develop standards to be applied to administrative practices and procedures and to budgets and to review budget requests critically using basic data.
- Ability to plan and carry out assigned investigations, surveys, studies, and research activities.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to establish and maintain records and files.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the municipality.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

## **Physical Requirements**

- No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.
- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds.
- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Township of Springfield is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*

Date: 9/7/17