



TOWN OF LITCHFIELD

Job Opportunity

EXECUTIVE ADMINISTRATOR – FIRST SELECTMAN’S OFFICE

. This is a 40 hour per week position and starting pay range is \$28.00 - \$33.00 per hour with benefits.

If you are interested in the position, ***you must complete an application*** indicating that you are interested in the FULL TIME opening.

Resume will **not** be accepted in lieu of an application.

Individuals must be able to pass a thorough background check, including DMV, references and pre-employment drug screen.

Applications will be accepted until close of business on February 16, 2024

Please send a completed application, resume and references by 4:30pm on February 16, 2024 to acombs@townoflitchfield.org or mail to:

Town of Litchfield
Selectman’s Office
P.O. Box 488
74 West St,
Litchfield, CT 06759

TOWN OF LITCHFIELD

EXECUTIVE ADMINISTRATOR - FIRST SELECTMAN’S OFFICE

Reports to the First Selectman. The Executive Administrator performs a high level of support to the First Selectman, including administrative management of union, non-union employees, updates and coordination of the First Selectman’s calendar, schedules appointments and meetings, manages the communications from the First Selectman’s office, and has human resource responsibilities including support of Town departments including recruitment and retention of employees. Responsible for programs

involving maintenance of pension and insurance records, scheduling of mandated training and monitoring and enforcement of employee policy with support of First Selectman. This position coordinates with the First Selectman in managing the Assessor, Building Official, Fire Marshal, Land Use Administrator, Park and Recreation and Human Services Coordinator, Finance Director, Public Works Director and Emergency Management Director and has direct and administrative coordination with elected officials.

Principal Responsibilities

Assists the First Selectman by performing diversified administrative functions; coordinates Town affairs with departmental heads as directed. Assists the First Selectman in the preparation and dissemination of Town related press releases, alerts, social media, and other forms of communication for the general public as well as town employees. Manages public communications including Town website and social media. Keeps all information current and up to date.

Assists the Chairman of the Pension Commission. Acts as a representative to the Pension Commission, interprets municipal and merit service pension plans, calculates benefits, and submits necessary information to the actuarial firm. Files necessary documents for retiring employees and retains as required. Research past, present and future retiree benefits and plans. Seeks counsel as needed.

Serves on the management team for union negotiations; provides pertinent information to Selectmen and/or labor attorneys as needed for negotiations; assists in other union-related matters as directed.

Assists the Chairman of the Board of Finance in his/her administrative duties.

Supervises and manages expenditure of departmental funds in accordance with departmental appropriations. Works with annual budget estimates including narratives for several departments over which the Board of Selectmen have control. Researches for large office equipment purchases and makes recommendations to the Board of Selectmen.

Areas of the budget supported by the Executive Administrator:

Board of Selectmen	Central Service and Equipment
Municipal Management	OSHA Mandated Health Prov.
Legal Counsel	Fringe Benefits
Town Building	Municipal Insurance

Coordinates all liability, auto and property insurances for the Town. Provides the carrier with all property and vehicle description and values;
Keeps vehicle inventory current and completes all necessary renewal applications.

Processes Workers Compensation, Liability and Life Insurance claims, cost analysis and OSHA reports.

Grant administrator and manager. Processes all Fair Housing notices and requirements; maintains legal postings.

Serves as the Town's Freedom of Information liaison. Advises and/or processes requests. Consults with commission and/or Town legal counsel as necessary. Maintains and updates files in accordance with the Freedom of Information Laws.

Serves on Emergency Operations Plan for the Town as Public Information Officer. Attends meetings and drills as required.

Assists the general public by providing information or directing them to proper parties and assists in other functions as required.

Performs other administrative duties as required.

Principal Human Resource Responsibilities

Maintains employees' personnel files and coordinates employees' benefit programs. Maintains Affordable Health Care filing and reporting. Oversees the random drug testing program. Arranges for employee benefits meetings and training.

Maintains confidential office files.

Observes Fair Employment Practice regulations. Conducts recruitments, reviews applications, arranges interviews and occasionally conducts pre-employment interviews and tests, and recommends applicants for employment. Ensures proper paperwork is completed for new hires. Provides annual wages/benefits forms for each Town employee. Provides evaluation forms for processing in meeting union requirements. Conducts annual benefit programs and submits calculations to the Finance Department.

Serves as records and retention administrator. Provides all departments with regulations and forms for approval by the State and coordinates shredding events.

Minimum Training and Educational Requirements

Minimum Training and Experience Required to Perform Essential Job Functions: Associates degree in business management or public administration or a related field with 7 years of related experience or any combination of education and experience. Desired, B.A. or B.S. with 5 years related experience. Candidates must possess a valid driver's license and be able to successfully complete a background check. Municipal experience desired.

Qualifications

Thoroughly familiar with Human Resources, applications, statutes, rules and regulations and Town budget preparations. Ability to interpret statutes, ordinances and regulations.

Ability to research and analyze available government grants, prepare special written reports and orally communicate requests at public meetings.

Ability to deal effectively and courteously with the public, Town officials, other government representatives and Town employees. Ability to properly supervise subordinates and to persuade others.

Considerable knowledge of principles and practices of public administration, census reports and surveys, municipal accounting and secretarial duties. Must have excellent computer skills, the ability to create reports and prepare Excel spreadsheets. Ability to learn new software programs as needed.

Ability to research and analyze available government grants, complete grant applications and administer awarded grants, prepare special written reports and orally communicate requests at public meetings.

Hours of Work: Monday - Friday 8am - 4:30pm, 40 hours per week

Salary Range: Non-union Salary Range \$28 to \$33 per hour