



Town of Ridgway

Job Description

Title:	Executive Assistant	Code:	
Division:	Administrative Services	Effective Date:	4/2025
Department:	Administration	Last Revised:	4/2025

GENERAL PURPOSE

This position provides support to the Town Manager in performing a wide variety of professional and administrative duties, including project management, administrative coordination and communication across Town departments. The position performs a variety of technical administrative support tasks and complex clerical duties to assist with day-to-day operations and services of the town including, but not limited to, general support to the Town Manager and Town Clerk's Office, customer service, secretarial support to committees and commissions, records management, and development, implementation and management of the Town's communication and media platforms. The position requires strong analytical, financial, budgetary, administrative and interpersonal skills in managing assignments, work plans and projects.

SUPERVISION RECEIVED

Works under direct supervision of the Town Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

- Catalogs, tracks and reports on emerging issues to the Town Manager; in some cases, researches and recommends approaches to bring emerging issues to resolution
- Serves as the Town's Public Information Officer
- Directs preparation of press releases in coordination with the Town Manager
- Assists with organizational outreach projects and community outreach efforts
- Assists with the Town's website and social media posting and maintenance
- Publishes and distributes information to the public through the Town's communication channels
- Coordinate special projects with various departments and of varying scope, including strategic planning schedules and cost control
- Responds to inquiries and requests for information from employees and the public
- Writes reports, letters, memoranda, publications and scripts as requested
- Assists the Town Manager and Town Clerk's Office, as requested, with public noticing, research, preparing reports and other documents
- Performs technical data entry using spreadsheet and database applications, and uses word processor to compose, type and edit miscellaneous forms and correspondence
- Coordinates meetings and appointments on behalf of the Town Manager
- Assists with mass mailings and assists with overall office organization
- Acts as staff representative to the Parks, Trails and Open Space Committee, and other boards or committees, as assigned by the Town Manager. Prepares agendas and packet materials, attends meetings, and takes and transcribes minutes
- Assists the Town Clerk in maintenance of the overall organization functional filing system including filing, tracking, categorizing of public documents and records
- Performs front counter customer service duties on an as needed basis
- Greets individuals in person and over the phone and directs them to the appropriate individual or department; provides accurate and impartial information to the public
- Performs all other duties as assigne
- Tasks and responsibilities may be added, deleted or changed at any time at the discretion of the Town Manager, either orally or in writing

EDUCATION AND EXPERIENCE

A Bachelor's Degree in public administration, business administration, communications, public relations or a closely related field, OR

Four (4) years of responsible experience related to the above duties, OR

An equivalent combination of education or experience that has developed the required knowledge, skills and abilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to think strategically and schedule, coordinate, and manage various day-to-day operational tasks and multiple projects of varying degrees of difficulty, size and complexity
- Ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions, including the production of written documents with clearly organized thoughts
- Ability to exercise initiative and independent judgment
- Ability to establish and maintain effective working relationships with Town employees, elected officials, media representatives, the public and other interested and affected parties
- Ability to respond to common inquiries or complaints from residents, businesses, visitors, other governmental agencies, and others
- Ability to communicate effectively and maintain a strong proficiency in research and writing skills
- Ability to take on clerical and record keeping functions essential to operations
- Ability to record and transcribe meeting minutes
- Ability to maintain strict confidentiality related to sensitive administrative information
- Ability to work independently with minimal supervision
- Ability to operate and maintain various communications, website and social media platforms, and necessary computer programs including Microsoft Word, Excel, PowerPoint, Outlook, etc.
- Ability to lift and carry up to 25 pounds
- Ability to operate a town vehicle safely
- Ability to pass a background investigation
- Requires possession of Colorado driver's license or ability to obtain within 30 days of hire

WORK ENVIRONMENT

Work is performed in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, including walking, standing, stooping, sitting, reaching, and light lifting.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.