

Town of Henderson

Job Description: Town Administrative and Project Assistant

Job Summary:

Incumbent serves as the Administrative and Project Assistant to the Town Supervisor and Town Board in their official capacity. Incumbent is responsible for performing administrative duties, financial tasks, digital media support, project management and analysis duties as assigned to further the communication, efficiency and productivity of the Town Supervisor and Board. This position is also responsible for organizing, managing, and planning projects for the Town Board. This position will also support the Town Board and Town Supervisor administratively, including managing and distributing information among Town Board Members, attending meetings, taking notes, issuing minutes, managing digital social media, serving as a digital meeting moderator and doing other administrative work. We are building a cooperative and team-oriented culture in the Town of Henderson, where residents are valued, and are looking for this position to help ensure this vision. This position will work both in-person and remotely based on need and will report directly to the Town Supervisor.

Essential Job Functions:

- Provides administrative support to the Town Board and Town Supervisor including attending meetings, taking notes, issuing minutes, preparing documentation and other administrative tasks.
- Manage and administer the town's digital platforms including social media. Interface with website administrator and serve as a digital meeting moderator.
- Support the Town Clerk as needed.
- Leads or participates on project teams to complete assigned projects on time, to specifications, and with accuracy and efficiency.
- Coordinate with different town departments to ensure projects are completed on time.
- Acts as a liaison, as requested, between Town Board and the Town Supervisor to town employees, outside sources and other contacts.
- Collect and organize data from various sources, which may include departmental heads and subject matter experts, surveys, personal observations, budgetary documentation, and other appropriate resources.
- Analyze collected data for trends and outliers with an eye toward improving the towns' efficiency and other specified parameters.
- Creates detailed reports of data and analytical findings and clearly communicates them to the Town Board and Town Supervisor.
- Performs other related duties as assigned.

Job Training and Experience:

- Associate degree preferred
- Capabilities and Skills:
 - Excellent computer skills, including MS Office proficiency, digital and social media expertise.
 - Basis financial acumen.

- Ability to effectively communicate with all levels of the town.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Ability to multitask and oversee several projects simultaneously.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to work in a rotating remote, hybrid or on-site work model.
- Work Experience:
 - 1 to 3 years supporting in an administrative capacity.
 - Proven experience in a project coordinator role.
 - Work history that demonstrates stability, progressive responsibility, and willingness to accept new duties.
- Other Requirements:
 - Extended time sitting, walking, bending, and reaching is possible.

The Town of Henderson is an equal opportunity employer and does not discriminate in the recruitment, selection, or advancement of team members on the basis of race, sex, color, national origin, creed, age, religion, marital status, disability, political affiliation, or on any other basis prohibited by law.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or team members.