

EXECUTIVE ASSISTANT/INFORMATION TECHNICIAN

Assists the Town Administrator. Part time position 15 hours per week.

Provides administrative support to the town administrator, and maintains websites and other town communications venues – both interdepartmental and town newsletter. Candidate must be also able to understand and maintain confidentiality of sensitive town information in relation to administrative assistance and office operations. Assistant will maintain office files, organize town information, and assist in day to day operations of budgeting and town administrative tasks. Candidate should have a strong interest in promoting the town of Canaan and the businesses that serve Canaan. Skills must include competence in Word, Excel, Powerpoint, photo editors, html/css coding. Preferred skills would also include familiarity with Adobe, Dreamweaver, and basic IT skills.

Responsibilities include:

Filing

Maintain Executive office filing systems by the updating of all filed records, returning files and papers to their proper location, and updating the associated file index.

Archive and Maintain a searchable index of Selectmen Meetings & Town Meetings.

Maintain Transfer Station sticker application data and obtain missing data.

Manage Flash Email database.

Organize Photo and electronic media archives and/or files.

Monitor and appropriately manage phone messages received on the general and web administrator phone lines.

Maintain and track task deadlines for office projects and website updates.

Maintain website backup files.

Maintain website traffic information

Communications

Proficient using HTML & CSS for web development and management

Maintain Town website

Manage Canaan Flash email system

Write and Proofread Town documents for public and inter governmental dissemination

Manage Department Head communication and email dissemination

Educate Town employees on the use of computer software and equipment

Maintain Facebook and similar social media sites as required

Organize, publicize and facilitate Town informational meetings

Research

Maintain media clipping files as assigned by the Town Administrator

Use electronic media to research information for the Town Administrator and Departments as assigned

Administrative Support

Print documents as directed by the Town Administrator

Answer calls and emails for the Town Administrator

Maintain the Town Administrator's calendar and the various other public calendars.

Answer and respond to emails and written communications for Town Administrator

Assist Town Administrator in operation of computer software

Other Duties as Assigned

Required Training and Experience

Experience providing administrative support.

Experience working with community communications.

Experience working with website development software and coding

Experience with MS Word, Excel, Access, Powerpoint, and Adobe Programs.

Experience with electronic and print graphics.

Experience with social networking.

Excellent people skills.

Ability to use common sense, communication skills and empathy to communicate with employees, critics and concerned parties.

Proven skill to be self directed and follow limited direction of Town Administrator.

Ability to establish and maintain effective working relationship with Administrator, Town officials, employees, and the public.

Proven ability to learn quickly.

Maintain the privacy of all conversations, communications, and file contents pertaining to work assignments as required by law.

Pay-range – Minimum of \$18.00 and Maximum of \$22.97
Possibility of Advancement

Call 603-523-4501 ext 5

Email townadmin@canaannh.org