



## TOWN ADMINISTRATION

**POLICY:** Job Description  
Full-Time Position  
Non-Exempt

**TITLE:** Executive Assistant

### **GENERAL PURPOSE:**

The Speedway Town Administration Office is tasked with managing the Town of Speedway's strategic direction and day-to-day operations. The Executive Assistant will support town leadership by taking on a variety of responsibilities to help manage the office and maintain organization. The position reports to the Town Manager and Executive Director of the Speedway Redevelopment Commission.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Town Manager, Boards & Commissions**

- Attend Leadership Team meetings
- Prepare Town Council meeting agendas and packets including collecting documents (Ordinances, Resolutions, Contracts, etc.), scanning, and printing prior to meetings
- Assist in the management of the CDC and administration of their Loan programs
- Assist Town Manager with projects, data collection, and execution of daily tasks
- Review incoming bills, manage budget, and resolve any billing discrepancies or issues. Work directly with the Accounts Payable in the Clerk Treasurer's Office.

#### **Board of Zoning Appeals**

- Attend BZA meetings and serve as recording secretary
- Answer general questions about BZA hearing dates, procedures, fees, etc. This individual is not an authority on zoning rules and will refer individual to DMD staff as appropriate
- Work with Town of Speedway Building Commissioner as needed
- Meet with petitioners when they file variance petitions, confirm that all documents have been prepared, and date stamp each document
- Submit the variance fees to the Clerk-Treasurer's office
- Scan and send the variance petition to the DMD staff and each BZA member, and also mail a paper copy to all
- Ensure all documents have been properly signed and recorded

## **Redevelopment Commission**

- Assist Economic Development Director with monthly and other meetings, including preparation of agenda, meeting minutes and Commissioner packets
- Attend meetings, maintain records and prepare minutes of the Redevelopment Commission and supporting Boards including the Economic Development Commission, Redevelopment Authority and Municipal Building Corporation
- Update the Speedway Redevelopment Commission website
- Review incoming bills, manage budget, and resolve any billing discrepancies or issues. Work directly with the Accounts Payable in the Clerk Treasurer's Office.
- Property management of SRC-owned properties in conjunction with Executive Director
  - Serve as liaison between tenants and SRC
  - Contact vendors for any repairs to properties
  - Maintain property logs and maintenance records
  - Obtain quotes for services and coordinate all efforts
- Coordinate with Director of Communications the planning and execution of SRC events, open houses, and public meetings
- Coordinate projects as requested by the Economic Development Director
- Potentially be asked to serve as Special Hearing Examiner for the Town of Speedway

## **PERIPHERAL DUTIES:**

- Required to attend several night meetings including the Redevelopment Commission, Economic Development Commission, Municipal Building Corp, CDC/SHAC, BZA and Special Hearing Examiner. A flexible schedule will be needed and accommodated
- Cross-train to assist with other functions within the Administrative Offices
- Ad-hoc projects to address inefficiencies and improve customer service
- Perform routine administrative functions including ordering supplies
- Distribute mail and redirect to other departments if needed
- Room and maintenance scheduling of the Municipal Center
- Other duties as assigned; should be comfortable working in an environment with multiple and sometimes shifting priorities

## **QUALIFICATIONS:**

- Candidates will be reviewed from a combination of education, training, and experience
- Demonstrated work experience exhibiting strong problem-solving skills and process improvement capabilities
- Excellent written and oral communication skills
- Ability to interpret and make decisions in accordance with laws, regulations, and established procedures

- Receptive to the ideas of others and able to work cooperatively to prioritize tasks and negotiate conflicting demands in a fast-paced environment
- Notary Public preferred (Town will pay for certification)

### **APPLICATION:**

Interested and qualified applicants should send their resume and a brief cover letter to the Town of Speedway Administration Office, c/o Tim Ramion, at [tramion@speedwayin.gov](mailto:tramion@speedwayin.gov). Applications should be received by April 23<sup>rd</sup>, 2021.

### **COMPENSATION:**

The expected hiring range for this position is \$32,000 to \$40,000 per year, DOQ. The position is also eligible for pension (PERF), PTO, and health insurance benefits.

### **SELECTION GUIDELINES:**

The selection of the successful candidate may be made by assessment of experience and education, oral interview, reference check, written management assessment, criminal background check, and other appropriate job-related selection procedures.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and it is subject to change by the employer as the needs of the employer and requirements of the job change.

The position has been determined to be **non-exempt** under FLSA law.

The Town of Speedway is an equal opportunity employer.