

Town of Esopus

Position: Confidential Executive and Project Manager

Summary: Ambitious Confidential Executive sought to manage projects, liaise w/ officials, draft memoranda, maintain confidentiality and deliver exceptional service (30-34 hrs/wk). Email resume to Supervisor@Esopus.com.

Overview: Provides professional, administrative support contributing to the efficiency and effectiveness of the Town by assisting the Supervisor in achieving a high level of organization and productivity. Protects and maintains confidentiality of Supervisor's office. Utilizes appropriate discretion when managing sensitive material and interfacing with the public. Exhibits exceptional customer service.

Duties:

- Manages portfolio of priority projects identified by the Supervisor and Town Board. Completes assignments involving research, coordination and stakeholder management, ensuring a level of support needed to achieve measurable outcomes.
- Participates in regular meetings, captures salient points and coordinates follow up with relevant individuals. Prepares supporting documentation so projects can be acted on and expedited.
- Liaises regularly with staff, local officials, municipal partners, contractors and taxpayers at large. Interacts professionally and diplomatically on the phone and in person.
- Writes and edits quality communications including formal correspondence, resolutions and memoranda with attention to detail and consideration for audience.
- Serves as a "buffer" for the high volume of daily calls, inquiries and requests. Determines the importance of internal and external requests; prioritizes and schedules accordingly.
- Directs all official correspondences, contracts, grant applications, emails, invoices and faxes in compliance with record-keeping requirements.
- The individual provides backup to the Town's official bookkeeper to prepare payroll on a monthly basis, including invoice administration in support of the budget process.
- Maintains the Supervisor's digital calendar and contacts. Works closely with the Community Development and Outreach Coordinator and keeps close contact with key constituencies.
- The ideal candidate for the position will be a thorough, detailed-oriented multi-tasker with experience in municipal government. S/he is a team player exhibiting:
 - A passion for upholding the quality of life in a community-centered environment through excellent customer service and a positive demeanor at all times.
 - Diplomacy in coordinating resources and providing technical assistance.
 - A proactive approach to process improvements.

Qualifications:

- Strong administrative, organizational and project management skills.
- Exceptional written and verbal communication skills.
- Strong computer skills and familiarity with the MS Office Suite.
- Experience engaging a variety of participants and stakeholders.

Schedule:

- 9 AM – 3:30 PM Monday-Friday. Attendance at select meetings during job orientation.
- Eligible for New York State retirement benefits.