



TOWN OF REDDING
P.O. Box 1028
100 Hill Road
Redding, CT 06875

JOB DESCRIPTION

TITLE: Administrative Assistant Social Services & Heritage Senior Center

OBJECTIVES

Under supervision of the Director of Social Services, performs administrative and clerical duties to support the activities of the Social Services Department and the Heritage Center.

ESSENTIAL FUNCTIONS

Answers the telephone, provides daily information to the general public regarding social services and the Heritage Center; logs messages and schedules appointments.

Operates a personal computer for word processing, data entry and data base files; types department correspondence and performs general office duties.

Prepares newsletters, press releases, creates promotional materials for program publicity, interacts with local media to distribute information about upcoming programs and activities.

Processes class registrations and related financial transactions.

Picks up mail at the Post Office and Town Hall.

Interacts with visitors to the Heritage Center.

Maintains department records and orders supplies.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of modern office practices and procedures.

Knowledgeable with computers and software programs including but not limited to: Microsoft Word, Excel, Constant Contact, Mail Chimp, Adobe Acrobat and various internet browsers. Ability to learn new software programs as needed.

Ability to work independently and process paperwork.

Ability to type with accuracy and to develop and maintain records and files.

Ability to collect and organize data and prepare routine reports.

Ability to deal effectively with the public and to maintain effective working relationships with town officials and employees.

Ability to make mathematical calculations.

REQUIRED EQUIPMENT OPERATION

Operates office equipment as required including but not limited to proficient operation of a department computer for data entry, report writing, word processing, etc.; operates a telephone, electronic calculator, adding machine, fax machine, and copying machine.

REQUIRED PHYSICAL EFFORT

Lifts, carries and moves office supplies, food pantry donations, holiday baskets, sewing machines, computers, etc; drives a car.

REQUIRED QUALIFICATIONS (Minimum)

Graduation from high school, 2 years post secondary education and evidence of increasingly responsible experience in administrative work, or any equivalent combination of education and experience, which demonstrates possession of required knowledge, skills and abilities.

WORK SCHEDULE: 25 Hours Per Week, Monday - Friday

SALARY: \$16/hr

Interested parties must fill out an application, available on the Town of Redding website, and return via mail or email along with a resume to:

Steve Gniadek
Town of Redding
100 Hill Road
Redding, CT 06896

or via email to: assistant@townofreddingct.org

The Town of Redding is an Equal Opportunity Employer