

JOB OPENING

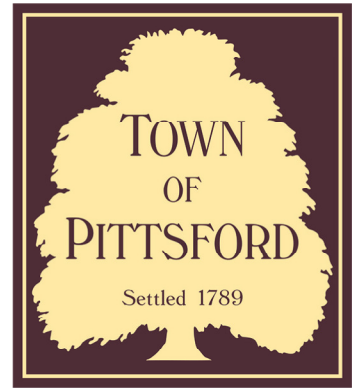
Supervisor's Office

Position: **Secretary to Town Supervisor**

(Full-Time)

Posted: March 03, 2023

Deadline: March 24, 2023



The Town of Pittsford has an opening for the position listed above.

The Secretary to the Town Supervisor provides administrative support to the Supervisor and the Town Attorney. The Secretary is accountable for maintaining communications among the Town Supervisor, department heads, town council members, town attorney, advisory boards, media and residents.

The incumbent works closely with the Town Supervisor, the Communications Director and Chief of Staff. Maintains regular contact with internal departments and external contacts. This position requires computer skills such as mastery of MS Word and familiarity with Excel. It requires exceptional people skills, phone communication skills and writing ability.

This position requires the incumbent to attend Town Board meetings two evenings per month and to attend other special events throughout the year as required.

This position will provide assistance to the Human Resources Department, which includes payroll processing support, new hire file preparation and onboarding with new hires. Other duties assigned as needed. Regular presence during scheduled business hours is essential.

This position is scheduled Monday - Friday, 9:00 am - 5:00 pm, with a 1 hour unpaid lunch, 35 hours per week. Annual Salary range is \$47,829 - \$62,116, commensurate with experience.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)