

TOWN OF RUSH

SECRETARY TO SUPERVISOR

Job Details: 20 Hours per week, Part-Time Position,
Preference for Monday-Friday 9am-1pm

Summary: This position requires a highly motivated individual who can manage multiple tasks in a professional and timely manner. This position reports directly to the Town Supervisor and serves as a primary partner in serving the community in the following areas of communication, managing the Town's training, newsletter, social media, and the Town website. Also required to keep the Town Supervisor's files and contracts. Will also assist in managing building maintenance, security, and finance. The secretary to the supervisor will also serve as a backup in payroll processing and helping with cash receipts. The position requires the ability to organize and prioritize multiple work assignments. The candidate will need excellent written, verbal and interpersonal skills along with a strong knowledge and experience in using a variety of office equipment along with technology and software.

Qualifications: Strong communication skills, Proficiency in Microsoft office (Word, Excel, Power Point, and Outlook). Work experience in Business administration or related field preferred. Associates degree in business administration or related field preferred.

Please send resume and a cover letter to
Rush Town Clerk at pam@townofrushny.gov