



Town of North Providence  
Mayor Charles A. Lombardi

Department of Human Resources  
Director Anthony M. Pinto

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### **Mayors Executive Secretary**

#### **Job Summary**

Highly organized, professional, and discreet Executive Secretary to provide high-level administrative support to the Mayor and Chief of Staff. Serves as a key liaison between executive leadership, elected officials, department heads, and residents while managing complex scheduling, communications, and confidential matters. The Executive Secretary plays an essential part in ensuring the efficiency and effectiveness of the Mayor's Office by maintaining organized systems, preparing official documents, and coordinating daily operations. This position requires exceptional judgment, attention to detail, and the ability to thrive in a fast-paced governmental environment.

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#### **Duties**

- Manage and maintain the Mayor's and Chief of Staff's complex calendars, including scheduling in-person meetings, virtual meetings (Zoom), public events, and internal appointments using platforms such as Google Calendar.
- Coordinate logistics for meetings, including preparing agendas, assembling briefing materials, confirming attendance, and tracking follow-up action items.
- Serve as the primary point of contact for the Mayor's Office by screening phone calls, responding to emails, greeting visitors, and directing inquiries appropriately.
- Draft, edit, and proofread official correspondence including letters, memoranda, speeches, proclamations, and Executive Orders.
- Handle incoming and outgoing mail, review voicemails, and ensure timely responses to all communications.
- Maintain confidential records, filing systems, and official documents in accordance with municipal policies and recordkeeping requirements.
- Conduct basic research and compile information to support executive decision-making and public communications.
- Coordinate with municipal departments and external agencies to facilitate communication and ensure timely completion of assignments.
- Monitor daily priorities by reviewing schedules, identifying conflicts, and proactively adjusting plans as necessary.
- Maintain office efficiency by organizing administrative processes, tracking deadlines, and ensuring smooth daily operations.
- Support public engagement efforts by interacting professionally with residents and community stakeholders.
- Perform additional administrative and clerical duties as required to support executive leadership



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### **Special Projects & Assignments**

- Assist the Mayor and Chief of Staff with special initiatives, strategic projects, and community-focused programs.
- Conduct research, gather data, and prepare reports or presentations related to policy initiatives or operational improvements.
- Coordinate cross-departmental efforts for priority projects to ensure deadlines and objectives are met.
- Provide administrative support for special events, public announcements, and civic engagements.
- Track project milestones, prepare status updates, and follow through on deliverables to ensure successful completion.
- Adapt to emerging priorities and perform other duties as assigned to support the evolving needs of the Mayor's Office.

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### **Experience**

- Previous experience in an administrative, executive assistant, or secretarial role required; experience in a governmental or municipal setting preferred.
- High school diploma required; associate degree or higher preferred.
- Exceptional organizational and time-management skills with the ability to prioritize multiple competing tasks effectively.
- Strong written and verbal communication skills with the ability to draft professional correspondence and official documents.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with virtual meeting platforms and office equipment.
- Demonstrated ability to handle sensitive and confidential information with discretion and sound judgment.
- Ability to work independently while maintaining professionalism and composure in a fast-paced environment.
- Experience interacting with elected officials, department leaders, and the public in a professional setting is highly desirable.



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**Job Type:** Full-time

**Benefits:**

Dental insurance  
Health insurance  
Paid time off  
Vision insurance

**Work Location:** In person