



## CITY OF WOONSOCKET, RHODE ISLAND

### PERSONNEL OFFICE

#### **EMA/EXECUTIVE ASSISTANT**

#### **PERSONNEL DIVISION**

#### Employment Advertisement

The City of Woonsocket, Rhode Island is conducting a search for an **EMA/Executive Assistant**. Working under the supervision of the Personnel Director, the EMA/Executive Assistant will be responsible for preparing bi-weekly payroll for all employees reporting to the Finance Department. Assist the Personnel Director in advertising, recording and maintaining all documentation pertaining to all vacant Municipal, Fire and Police positions. Prepare, score and process all written exams for open Municipal positions. Prepares and process various forms for new, terminating and retiring employees. Obtains all wage verification and personnel information for State Retirement forms. Maintains all personnel files for current and former employees. Responsible for preparing payment vouchers for all bills generated by the Personnel Division. Assists the Personnel Director in the administration of all health, dental, and life enrollments and terminations. Prepares all lists for benefits as stipulated under the collective bargaining agreements in effect with the four unions working with the City of Woonsocket. Other duties as required.

The person in this position must have a thorough knowledge of the office practices and organizational operations of municipal government. Must have excellent customer service skills and handle difficult situations with tact and good judgment. Must take the initiative to work closely with the Personnel Director, and assist the Director on special projects as they arise. Must maintain confidentiality at all times. Must be skilled on Word, Excel, ADP and all other computer programs pertinent to the position.

For more information on this position including a full position description and application, please visit the "Employment Opportunities" section on the City of Woonsocket website: [www.woonsocketri.org](http://www.woonsocketri.org). Please forward your completed application and resume to Mark Ferguson, Personnel Division, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895; you may send your employment information electronically to [mferguson@woonsocketri.org](mailto:mferguson@woonsocketri.org).

Deadline: February 27, 2018

Pay Range: [37.5 Hours] \$795.40 to \$854.03 per week

Affiliation: Local 3851

**An Equal Opportunity Employer**