



The City of Millington Announces the Following Position

Position: EXECUTIVE ASSISTANT TO CITY MANAGER

Compensation: Pay Grade 4 – \$18.15 – 22.24 (depending on experience)

Hours: Monday through Friday – 8:00 AM to 5:00 PM (one hour for lunch) 40 hours/week

Annual Benefits: Two Weeks Paid Vacation, Twelve Days Paid Sick Leave, Thirteen Paid Holidays, Defined Benefit Pension Plan with Small Employee Compensation required, Health Insurance and Life Insurance with 70% paid by City, and other optional insurance products

POSITION SUMMARY:

Performs administrative and clerical functions to assist City Manager and Mayor.

MINIMUM QUALIFICATIONS:

1. High School Diploma (or equivalent)
2. Valid Driver's License

SPECIAL REQUIREMENTS:

1. Must be able to successfully pass a background check.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to learn and execute standard policies, procedures, and activities as necessary in the completion of daily responsibilities.
2. Ability to organize, prepare, and maintain an assortment of records, reports, and information in an effective manner and according to departmental and/or governmental regulations.
3. Ability to communicate effectively with supervisors and other staff members.
4. Comprehensive knowledge of the terminology used within the department.
5. Ability to use independent judgement in routine and non-routine situations.
6. Ability to plan, organize, and prioritize daily assignments and work activities.
7. Able to comprehend and apply regulations and procedures of the department.
8. Capable of working under a minimum degree of stress related to duties that require constant attention to detail and tight deadlines.
9. Good working knowledge of departmental procedures and methods and of modern office practices, procedures, and equipment required in the performance of duties.
10. Knowledge of business English and skill in oral/written communications and public relations.
11. Ability to handle significant amounts of money accurately and responsibly.
12. Able to utilize and understand computer applications and techniques as necessary in the completion of daily assignments.
13. Knowledge of Microsoft Windows, Word, Excel, NextGen, and/or other software programs relevant to the position.
14. Knowledge and ability to operate various office equipment including a computer, printer, calculator, copier, shredder, and telephone.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Manage professional and personal scheduling for the City Manager, including agendas, mail, email, phone calls, client management and additional logistics.
2. Coordinate complex scheduling and calendar management, as well as content and flow of information to senior leaders.
3. Organize team communications and plan events, both internal and off-site.
4. Provide administrative and office support, such as typing, dictation, spreadsheets, presentations, faxing, and maintenance of filing system and contacts database.
5. Maintain professionalism and strict confidentiality with all materials.
6. Other duties as assigned or requested.

Applications may be submitted on line at www.millingtontn.gov or in person at the Personnel Office located at 7930 Nelson Road, Millington, TN. To be considered for employment, you must complete the City of Millington's job application. You may also attach a resume and cover letter, but it is not required. The City of Millington is an Equal Opportunity Employer.

WE REGRET WE ARE UNABLE TO ANSWER ALL INQUIRIES. WE WILL ONLY NOTIFY CANDIDATES SELECTED FOR INTERVIEWS OR TESTING.

Open: July 16, 2025 – until filled.