



**Town of Suffield  
Job Posting**

**Position: Human Resources Executive Assistant**

**Post Date: June 4, 2026**

**End Date: June 18, 2026**

The Town of Suffield is a quintessential New England town with a longstanding pledge to preserving its historic architecture and agricultural roots. The many people who serve Suffield through town government as employees and volunteers alike remain committed to developing and fostering a strong sense of community among its residents.

The Town of Suffield is seeking a Human Resources Executive Assistant for our Human Resources department. This position provides administrative support to the Human Resources Director on a variety of technical and confidential projects. Duties include compiling and analyzing data, coordinating multiple concurrent activities, handling sensitive information as it pertains to contracts, personnel, benefits and payroll. Serving the Town of Suffield employees in a customer service orientated atmosphere that helps promote a positive and professional image of town government and human resources functions. Serves the residents of Suffield in a positive, customer-oriented manner that helps promote a positive, professional image for the Town government.

**Supervision Received:**

Reports to the Director of Human Resources.

**Supervision Exercised:**

None.

**Essential Duties and Responsibilities:**

1. Provides assistance to employee, retiree and applicant inquiries in a friendly, courteous, and professional manner;
2. Assists in the recruitment process; prepares job postings, screens resumes and schedules interviews;
3. Coordinates and schedules pre-employment physicals, employment verifications, drug screening, background and motor vehicle checks;
4. Prepares new hire packets, offer letters and assists in onboarding of new employees;
5. Organizes and maintains the human resources filing system; ensuring accuracy and completeness of confidential and personnel files;
6. Processes personnel action forms for payroll and personnel changes;
7. Coordinates the Town's drug screening program in accordance to DOT requirements;
8. Maintains calendar for Human Resources Director; schedules meetings, appointments and contract negotiations;
9. Compiles research and analyzes data for contract negotiations, grievances, mediations, arbitrations and investigations;
10. Conducts internal audits to ensure key financial controls are maintained;
11. Maintains/updates various department database tools in HRIS system;
12. Tracks training compliance in accordance with OSHA, federal, state and local laws and regulations governing employee safety and employment;
13. Assists in job description development and produces job descriptions;

14. Provides technical support for human resources software and programs;
15. Coordinates the Town's annual performance review process;
16. Assists in the planning and coordination of employee recognition programs and events;
17. Updates Town's web page with relevant employee/employment information;
18. Processes department invoices, monitors expenditures and enters purchase orders into Munis;
19. Processes applications for family medical leaves, short term disability, COBRA, workers compensation and unemployment requests in compliance with federal, state and human resources employment related laws;
20. Participates in annual open enrollment and benefits administration;
21. Assists with upkeeping safety measurements and wellness programs with Human Resources Director;
22. Drafts and prepares employee communications, promotes employee assistance program, available training opportunities to encourage employee growth, productivity and wellness;
23. Screens and routes incoming telephone calls;
24. Researches a variety of issues for Human Resources Director and other Department Heads as requested;
25. Maintain positive working relationships with school officials, community groups, and the public regarding program offerings and coordination of services; promptly and cordially respond to citizen inquiries, feedback, and complaints about services and facilities;
26. Attend seminars and conferences to remain current on developments in relevant fields.

#### **Other Job Functions:**

1. Perform other related work as assigned.

#### **Minimum Qualifications:**

##### **Education & Experience:**

1. Degree from an accredited college or university in Human Resources or a closely related field is preferred.
2. Previous experience as an Administrative Assistant, four (4) years preferred.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the First Selectman.

##### **Knowledge, Skills, and Abilities:**

1. Knowledge of Human Resources principles and practices, state and federal laws, concerning public personnel administration, including compensation, recruitment and selection, benefits administration, equal employment opportunity, collective bargaining, occupational safety and health, and human resource development;
2. Exemplary ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, employees, and retirees;
3. Proficiency in Microsoft Office and use/creation of spreadsheets, database management and human resource information systems;
4. Ability to read, analyze research and interpret general business periodicals, professional journals, technical procedures and government regulations;
5. Exemplary organizational skills;
6. Emphasis on customer service, empathy and ability to maintain confidentiality;
7. Ability to establish and maintain effective working relationships with government officials, employees, unions and the public.

##### **Special Requirements:**

1. Valid, active Motor Vehicle Operator's license preferred.

2. Must submit to pre-employment drug and alcohol testing and fitness for duty testing.

**Tools and Equipment Used:**

This job operates in a professional office environment with occasionally related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with occasional related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

**General Guidelines:**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**EEOC Statement:**

It is the policy of the Town of Suffield to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Suffield will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

**Hours:**

This position is at will.

This is a full time thirty-five (35) hours per week position. Hours of work and days are currently Monday - Thursday 8:00am - 4:30pm and Friday 8:00am - 1:00pm. The hours may be subject to change. This position occasionally requires long hours beyond those scheduled hours, including monthly evening commission meetings, evening work and weekend work as job duties demand.

**Compensation and Benefits:**

\$55,000 - \$60,000 annual salary to commensurate with experience. Benefits package to include: 13 Paid Holidays per Year • Paid Sick and Vacation Days • Medical, Dental, and Vision Insurance • Defined Contribution Plan with Town Match • Town paid Short-Term Disability, Long-Term Disability, and Life Insurance

**How to Apply:**

Applications can be found on the town website at [suffieldct.gov/departments/hr](http://suffieldct.gov/departments/hr).

Please submit an application and resume by email to [sfoley@suffieldct.gov](mailto:sfoley@suffieldct.gov) or by mail to Town of Suffield, Human Resources Department, Attention: Shannon Foley, 83 Mountain Rd, Suffield, CT 06078 by closing date of posting.

*The Town of Suffield is an equal opportunity employer m/f/d/v.*

*The above posting is intended as a guide and is not a complete description of the position or process*