

**Title****Job Description**

---

Executive Assistant

The Town of Islip is seeking an Executive Assistant. Typical work activities include managing and coordinating arbitrations and grievances; Assist in responding to grievances; Assist in the investigation of issues arising within the Town, including but not limited to, labor issues; Coordinating with the Town Attorney's office and Labor Relations with the formulation of policies and procedures; Thorough knowledge of principles and practices of human resources administration involving wage and salary and employee benefits; Thorough knowledge of civil service law; Assisting the Department of Personnel with questions concerning the representation of employees for the purpose of collective bargaining; Ability to maintain confidential information; May serve as a Section 75 Hearing Officer.

Candidate must have graduated with a Bachelor's Degree from a college with federally-authorized accreditation, a Juris Doctor Degree, and 10+ years of full-time, paid experience in a managerial position which shall have considerable experience in conducting investigations, human resource management, collective bargaining and labor relations. A thorough knowledge of the principles and procedures of public administration is required.

---

Interested candidate must forward a cover letter, resume and salary requirements to:  
Fax (631)224-5771 or Email [Personnel@islipny.gov](mailto:Personnel@islipny.gov)

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, disability, marital status or arrest record.