

TOWN OF WATERBORO



JOB POSTING

ADMINISTRATIVE ASSISTANT TO THE TOWN ADMINISTRATOR

The Town of Waterboro is seeking a qualified candidate for a 32 hours per week Administrative Assistant to the Town Administrator. Employee will be responsible for providing administrative support to the Town Administrator as well as carrying out special assignments as necessary. Work involves considerable contact with the public, elected and appointed Town Officials and Town employees. Requires independent judgment. A general knowledge of municipal government is desirable but not required. Work will be of confidential nature. Computer skills including Microsoft Office applications are required. Town uses TRIO software and knowledge of the software is preferred. For a copy of the job description call 207-247-6166 ext. 223 or via e-mail at administrator@waterboro-me.gov. Resume and cover letter should be sent to:

Administrative Assistant Position
Town of Waterboro
24 Townhouse Road
E. Waterboro, Me 04030

Resume and cover letters will be accepted until 5:00 p.m. on June 24, 2011. The Town of Waterboro is an Equal Opportunity Employer.

6/2/2011