

Town of Waterboro Job Description

Position Title: Administrative Assistant Reports To: Town Administrator Date: May 2016

GENERAL SUMMARY:

Under the general supervision of the Town Administrator, this position is responsible for providing clerical and secretarial support to the Town Administrator and the Board of Selectmen in their areas of responsibility to help ensure the smooth operation of department functioning in accordance with established policies and procedures. This position routinely covers for the Deputy Town Clerk, Deputy Tax Collector and Motor Vehicle Agent.

ESSENTIAL JOB FUNCTIONS:*

- Promotes and maintains responsive community relations through courteous and prompt customer relations and services.
- Answers questions and furnishes information to the public and town employees concerning town policies, rules, and regulations; receives complaints and responds to complaints appropriately including taking initiative to see that problems in certain situations are resolved; makes appropriate referral as necessary to resolve issues; assists town officials, boards, committees with reports and information.
- Screens and takes messages for the Town Administrator and routes calls; returns calls received for the Town Administrator regarding routine information; acts as a liaison between the Town Administrator and other town employees and/or officials.
- Performs a variety of secretarial duties including prepare routine correspondence, memoranda, the posting of public notices, and agendas for Selectmen's meeting; records and types minutes of it.
- Compiles materials and reports for the Town Administrator and Board of Selectmen as required.
- Performs administrative duties related to public notices, including composing, posting, and advertising of bid specifications. Maintains supplies and good working order of office equipment.
- Coordinates the production of the Annual Town Report and the Selectmen's Report.
- Perform as payroll officer for distribution of payroll and accounts payable checks.
- Maintains calendars and schedules meeting rooms at the Town Office.
- Participates in staff meetings, supervision meetings, and meetings requested by the Selectmen.
- Coordinates a wide range of Town events (Annual and Special Town Meetings, luncheons, off-premise meetings, etc.) Assists with organizing special events; prepares for Selectmen's regular voting meetings twice per month plus occasional workshops.
- Issues Transfer Station stickers and receipts cash from Transfer Station.
- Orders and receives supplies, maintains inventory, and conducts comparative shopping.
- Maintains an accurate filing system for the Selectmen's Office and makes copies and/or files all documents appropriately in the permanent files.
- Serve as a Notary Public (State of Maine).
- Provide back-up assistance to the Deputy Town Clerk, Deputy Tax Collector and Motor Vehicle Agent in the collection/processing of property tax payments, fees, registrations, licenses, etc.
- Handles cash, checks and card payments and follows all related protocols adopted by the Town.
- Process miscellaneous transactions.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Duties require knowledge of secretarial skills equivalent to completion of a high school diploma plus additional courses from a two year college or technical school and one to three years of related experience, or equivalent combination of education and experience.

Working knowledge of modern office procedures, practices, and equipment including the use of computers.

Considerable knowledge of computers as applied to office applications and strong working knowledge of MS Word and Excel.

Basic knowledge of state statutes and ability to locate information as required.

Basic knowledge of all aspects of town government, including zoning, finance, taxes, assessing, etc.

Strong organizational and customer service skills.

Ability to present a positive public image as a representative of the Selectmen's Office and the Town of Waterboro government.

Ability to learn and implement office procedures related to Town policies, rules and procedures

Ability to handle multiple tasks and consistently meet deadlines.

Ability to communicate effectively both verbally and in writing; to establish positive public relations; and to interact with a wide variety of people.

Knowledge of financial principles, methods, and procedures.

Ability to maintain the confidentiality of sensitive information.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment, not subject to extremes in temperature, noise, odors, etc. May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity. Regular interruptions to assist members of the public and fellow employees. More than half of time spent in normal office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date

This 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.