

Class Title: Administrative Assistant
Class Title II: N/A
Reports to: Town Manager
Classification: Full-Time

Location(s): Town Office
Hours: 40 weekly
Status: Hourly

NATURE OF WORK

The primary function of this position is to provide administrative support to the Town Manager in a variety of duties. This position makes an essential contribution to municipal operations and plays a significant role in the operations of the former Memorial School providing a flow of information to and from the Town Manager's office. This position requires performing a variety of duties and administrative tasks. Administrative tasks include but are not limited to typing, transcribing, research, spreadsheets, mailings/distributions, phone calls, general communications, appointments, and bookkeeping.

MINIMUM QUALIFICATIONS

Education / Experience - Graduation from high school or equivalent, supplemented with courses in bookkeeping, office administration, and computer operations. Proficiencies in areas of administrative and secretarial duties, accounting and financial assignments, and overall office practices are required. Any equivalent combination of education, experience, and training is acceptable.

SUPERVISION RECEIVED/EXERCISED

Received: Work is performed under the oversight of the Town Manager with considerable judgment and discretion in accordance with applicable laws, codes, and ordinances. The Town Manager reviews all work via reports, discussions, observations, and results achieved.

Exercised: This position has no supervisory authority over other staff.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent time management skills and the ability to prioritize work;
- Detail oriented;
- Ability to work independently;
- Problem-solving skills;
- Strong organizational skills;
- Ability to multi-task in a work setting with various interruptions, and the ability to adapt to changes as necessary;
- Produce timely and accurate work.
- Familiar with operating characteristics of a general office environment and or municipal service;
- Excellent written and verbal communication skills;
- Establish and maintain productive working relationships with co-workers, municipal officials, and the general public;
- Considerable knowledge of business English, grammatical construction, spelling, punctuation, mathematics, and possession of an excellent vocabulary;
- Proficient computer skills; the ability to operate computer software programs, internet operations, email, equipment, the ability to adapt to changes as necessary, and operating knowledge of standard office equipment.

Town of North Yarmouth – Administrative Assistant Job Description

- Ability to use discretion in regards to confidential issues;
- Ability to employ sound judgment in making decisions; resourcefulness in meeting new problems within established operating procedures;
- Accurate recordkeeping skills;
- Ability to deal with the general public in an appropriate and courteous manner and to maintain adequate public relations;
- Ability to analyze and evaluate accounting problems and develop or recommend modifications and / or improvements within existing financial management procedures;
- Knowledge of the principles and practices of municipal cash management and bookkeeping;
- Knowledge of the laws and regulations relating to municipal accounting, finance, and cash management;
- Knowledge of modern methods of receiving, depositing and disbursing large amounts of money.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Explicit interaction with co-workers, elected officials, and others within the organization to ensure the goals of the municipality are achieved;
- Prepare written correspondence;
- Effectively contribute to the flow and sharing of information between staff and the Town Manager, as well as all other interested parties;
- Apply various written and oral communication styles to facilitate day to day activities.
- Assist staff during periods of increased workflow as directed;
- Shall interact with the Select Board in the performance of municipal service **only** as directed by the Town Manager.
- Assist in reconciling town financial accounts on an as-needed basis;
- Prepare financial and other reports as requested;
- Administer daily operations of cash receipt reporting and fund deposits, as needed;
- Assist the Town Manager in compiling and verifying specific aspects of the town's budget;
- Research information as requested;
- Keep the Town Manager informed on all matters that may need detailed inquiry and response;
- Performs related work as required.

SPECIAL REQUIREMENTS

- Possess a valid appropriate State of Maine motor vehicle operator's license.
- Maintain all requirements as described under Maine Statute.
- Computer literacy and experience with Microsoft Office products and other municipal software products.

TOOLS AND EQUIPMENT USED

The employee frequently uses computers, printers, calculator, fax machine, photocopier, and other office machines.

SAFETY

As mandated by law and the Town of North Yarmouth employee is required to attend annual safety training as provided by Town administration.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is regularly required to sit, talk, see, hear, and/or use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and/or kneel. The employee is occasionally required to walk, squat, crouch, bend, and/or reach.

The employee must occasionally lift and/or move up to 25 to 35 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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works indoors in an office setting, but occasionally visits other department and or municipal sites.

The noise level in the work environment indoors is usually medium to quiet.

EMPLOYMENT DIRECTIVES

A formal application, a rating of education and experience, oral interview, a reference check, and a background check are required. 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.