

**ADMINISTRATIVE ASSISTANT TO SELECTBOARD
JOB DESCRIPTION
TOWN OF ALBION, MAINE
JUNE 24, 2024**

Summary

The Albion Selectboard Administrative Assistant acts as an Assistant to and provides administrative support to the Selectboard. The position interacts with all Selectboard members, as well as members of the public, while reporting directly to the Selectboard.

This is a part-time, salaried position, with an expectation of 20 hours per typical week of work. Salary structure is commensurate with experience. In-person attendance at Selectboard meetings is required. Routine meetings are currently scheduled for Monday evenings, twice a month.

Functions and Duties

*Attend Selectboard meetings, the Annual Town Meeting, and additional special meetings as scheduled or needed.

*Draft, distribute, post and finalize meeting agendas and minutes.

*Maintain Selectboard section of Town Website, review the Town Facebook page for the Selectboard, as well as updating sections as requested by the Selectboard.

*Organize and prepare documents and correspondence for meetings.

*In coordination with the Treasurer, prepare and process accounts payable warrants and track all town expenditures and budget under the Selectboard's purview, specifically the Selectboard and Highway budgets. Assist with related financial reporting.

*Assist in research and preparation of the annual budget and town report.

*As needed, support the Selectboard in compliance with applicable laws and issues of town governance.

*Act as a Liaison between Selectboard and other parties. Including but not limited to the Fire Department, Code Enforcement Officer, Planning Board Chair, Road Commissioner, and the General Public. As well as any future town committees, standing or temporary. This may include drafting and mailing letters, composing emails, or other duties as needed to conduct the Town's affairs.

Qualifications

*Associate or other higher education experience or degree preferred.

*Two to Five years of administrative experience, and or related office experience. Prior Selectboard experience a plus.

*Computer skills including word processing documents, spreadsheets, PDF's, email, and presentations.

*Experience in Website administration.

*Ability to interact with town employees, elected and appointed officials and members of the public in a courteous and professional manner.

*Ability to take direction and constructive criticism in a professional manner.

*Strong verbal and written communication skills.

*Familiarity with Open Meeting law and Town Governance is required.

*A successful candidate for this position will be able to monitor various deadlines, provide a variety of administrative tasks efficiently and with high attention to detail, and be an active part of a team that requires a professional degree of transparency and accountability to the public.

*Administrative Assistant to the Selectboard shall have extensive experience in municipal government, as well as strong communication and public speaking skills. Other important skills as noted, Budget Management, Forecasting, vendor management, strategic planning, team building, and Grant research and writing.

*Managing Town Employees, assist the Selectboard in the appointment of committees, and hiring of new employees. Keep the Selectboard apprised of personnel development and the recruitment of new employees.

*All other duties as assigned by the Board.