

Town of Bowdoinham

Job Description

TITLE: Administrative Assistant

DEPARTMENT: Administration

Work Schedule: Part-time

FLSA: Non-Exempt

Created: 9/13/19

Approved

Date:10/22/2019

The Administrative Assistant is responsible for clerical assistance to the Town Manager and Planning & Development Director and other staff as necessary. This position also is responsible for various transactions including collection of excise taxes, property taxes, issuing of fishing and hunting licenses. Work involves creating and preparing documents and spreadsheets, the handling of funds and preparation of standard forms and receipts. Work is performed under the general guidance of the Town Manager, but requires the ability to work independently following established procedures and routines. This position entails extensive public contact.

REPORTS TO:
Town Manager

SUPERVISES:
None

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the vision statement of the Town.
2. Work as a member of a team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all Town staff and members of the public.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid driver's license.
9. Understand and work within the Town of Bowdoinham's Ordinances, Policies and Procedures.

General Duties & Responsibilities:

Administrative Assistant:

1. Develops documents and spreadsheets as needed by the Town Manager and Planning & Development Director.
2. Prepares meeting minutes of the Select Board at the direction of the Town Manager.
3. Assists in putting together the Town Warrants and other special projects.
4. Types memos, forms, reports, agendas, and general correspondence and may compose routine letters and memos in response to standard inquiries.

5. Sorts, processes, and files correspondence and other material, determining proper file designations; organizes and revises filing system as needed.
6. Greets the public and answers questions; responds to inquiries from citizens and refers, when necessary, to appropriate persons. Investigates and follows-up on citizen requests for service, complaints, and requests for information. Answers informal inquiries from the public.
7. Processes new motor vehicle registrations and re-registrations and other types of registration and licensing fees, including the processing of title applications and collection of applicable sales and use taxes; facilitates transfer of plates or issues new plates and registration documents and stickers.
8. Performs related keyboarding, clerical, and record keeping duties.
9. Participates in the issuance of various licenses, including marriage, dog, hunting, fishing, etc.
10. May perform specialized projects as assigned.
11. Participates in required training and certification courses related to job duties and responsibilities.
12. Performs other related work as required.

Physical Requirements:

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform 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 is regularly required to sit and talk or hear. The employee is frequently required to stand, walk and use hands to operate a standard computer keyboard.

The employee may occasionally lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those the 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.

Work is performed mostly in office settings. The noise level in the work environment is usually quiet in the office.

Desired Minimum Requirements:

Knowledge and Abilities:

Considerable knowledge of business English, grammatical construction, spelling, punctuation, arithmetic, and possession of an excellent vocabulary.

Considerable knowledge of modern office practices, procedures, and equipment.

Knowledge of word processing and spreadsheet software applications.

Ability to rapidly acquire considerable knowledge of administrative, operational, and procedural regulations and practices of the various departments.

Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

Ability and initiative to use resourcefulness and tact in meeting new problems.

Ability to deal courteously with the public and to establish and to maintain effective work relationships with other employees and the public.

Education and Experience:

Graduation from an accredited high school, supplemented by courses in bookkeeping and commercial subjects and experience in the keeping and recording of financial transactions, or any equivalent combination of experience and training related to the job duties and responsibilities. Associate's Degree or higher desirable.

One or more years experience in work involving maintaining and preparing records.

One of more years experience working in municipal government (desirable).