

The Town of Montville is seeking a part-time **Administrative Assistant** to assist the three-member Select Board in managing the affairs of the town. Pay is \$18 per hour.

Working under the direction and oversight of the Board of Selectpersons/Assessors, the Administrative Assistant performs highly responsible administrative functions requiring the exercise of mature judgment and application of a broad knowledge of municipal operations. The position requires a high degree of independent and autonomous work.

Essential Duties and Responsibilities:

Carries out the directives of the Select Board and assists the Board in managing the affairs of the town of Montville.

Attends weekly evening meetings of the Board, preparing agendas and providing support documents and information pertinent to agenda items. Takes minutes at the meetings.

Organizes and prepares for annual and special town meetings, including preparing warrants and the annual Town Report.

Maintains liaisons with town clerk, treasurer, appointed town officials, general public, various boards of the town, Maine Municipal Association, and state and federal agencies.

Serves as General Assistance Administrator.

Maintains assessing database, including data entry and provides assessing information to taxpayers. Works closely with assessing agent and completes all required assessing-related reports for the State and County as approved by the Select Board.

Administers town insurance policies and monitors compliance with health and safety regulations. Serves as administrator for the MMA, Risk Management Services (RMS) Online University.

Assists Board in developing and implementing administrative policies and procedures.

Researches and applies for grants, as directed by the Select Board.

Identifies policy and service needs and issues requiring Board action; implements programs to meet needs as directed.

Performs other related work and research as may be required.

Qualifications:

A bachelor's degree or at least three years' experience in an administrative or managerial capacity. Experience in municipal work, assessing, and TRIO SQL is a plus. Advanced knowledge of Microsoft Word and Excel is required, as well as other basic computer and research skills.

The selected candidate will exhibit a commitment to the town's goals and objectives as determined by its voters and Select Board, and will exhibit initiative, leadership, and judgment in the administration of

all affairs placed in his/her charge. Candidate must be self-motivated, highly organized and able to effectively multi-task. Must be able to work independently, and with confidentiality, when required.

This is a part-time hourly position of approximately 16 hours per week that requires one weekly evening meeting, currently being conducted via Zoom during Covid-19 restrictions.

To apply please submit a cover letter, resume, and contact information for three references by email, or mail, addressed to the Select Board. The deadline is February 1, 2020.

montville@fairpoint.net
Montville Select Board
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