



## **Town of Winslow**

**114 Benton Avenue  
Winslow, ME 04901  
(207)872-2776**

Position: Executive Assistant to the Manager/Clerk  
Department: Administration  
FLSA Status: Non-Exempt

This is a highly responsible administrative support position assisting in the execution of activities of the Administration of the Town of Winslow. Work involves varied, complex, multifaceted administrative support activities and frequently confidential assignments in the administration, coordination and execution of activities of the office of the Town Manager and the Town Clerk. Also performs administrative support functions for the HR & Finance Director and provides backup support to the front office customer service and cash handling functions. Markets the community and creates community communication links by the administration of the Town website, the Town FaceBook page and the dynamic digital sign. Provides direct assistance to the Town Clerk in the administration of local, state and federal elections. Responsibilities include considerable public contact with other town administrators and outside professionals. May include attendance at monthly Town Council meetings.

Work is performed under the direction of the Town Manager.

### **Essential Job Functions**

- Process actions taken by the Town Manager by general contact, letter, telephone with a wide variety of individuals and parties, both within the town's organizational structure and independent of the town.
- Provides administrative coordination, direction of other town departments on behalf of the Town Manager.
- Maintains calendar and makes appointments for the Town Manager.
- Maintains the Town boards and committee calendar, public meeting room, and marquee.
- Markets the work of all Town departments by administering the Town Website. Gathers and updates information to keep the public informed through electronic media.
- Assists with local, state and federal elections.
- Assists in the processing of General Assistance applications.
- Assists in the processing of financial warrants, payroll and budget transactions as needed.
- Assists in front office payment processing and customer service functions when assistance is needed due to temporary staff absences.
- Assists in preparation of the monthly agenda and all supporting documents for the Town Council meetings.
- Maintains official files and records for the Town Manager.
- Coordinates all information related to the Annual Report.

- Assists in preparation of the Annual Budget.
- Other administrative and clerical duties as assigned.

### **Knowledge/Skills**

- Considerable knowledge of business English, grammatical construction, spelling, punctuation, basic arithmetic and accounting, and excellent vocabulary skills
- Proficiency with modern office practices, procedures and equipment as well as municipal operations.
- Knowledge of various computer software programs including proficiency in the Microsoft Office suite of programs, especially Excel, familiarity with Zoom or other remote meeting platforms and Social Media
- Knowledge of election law and procedures preferred
- Working knowledge of Maine General Assistance regulations preferred
- Knowledge of Munis financial software preferred

### **Ability To:**

- Relay information accurately and diplomatically to individuals and parties
- Resolve situations and constituent issues as they arise
- Communicate professionally and effectively with a variety of public and private officials, other employees, and the public both orally and in writing
- Establish and maintain effective working relationships with co-workers and the public
- Multi-task, work under stressful situations, work with multiple deadlines and diverse clientele.
- Maintain strict confidentiality regarding business matters at all times
- Maintain accurate records and filing systems, both paper and electronic
- Use independent judgement, problem solve and collaborate to accomplish tasks
- Make timely and appropriate decisions in the scope of assigned work
- Provide a high level of customer service to both internal and external customers
- Attend any required or recommended training or meetings

### **Minimum Requirements**

- High School diploma or equivalent
- 6 years of prior administrative support experience of an increasingly responsible nature supplemented by a 2-year degree
- Excellent customer service skills or
- any equivalent combination of education and experience.
- Notary license preferred.