

Job Posting

HIRING: The Town of Mt. Vernon, ME is hiring and Administrative Assistant to the Selectboard.

HOURS, SALARY, and BENEFIT:

25 hrs./week; Starting at \$15.00/hr.

- DUTIES:**
- Attend Selectboard meetings; prepares agendas, provides supporting documents and information pertinent to agenda items, and writes meeting minutes.
 - Identifies programs for recommendation to the Selectboard.
 - Identifies policy and service needs and issues requiring Board Action; implements programs to meet needs as directed.
 - Develops and implements administrative policies and procedures.
 - Organizes and maintains filing of both electronic and physical documents.
 - Works in collaborative manner with Selectboard, Tax Collector, Town Clerk, Town Treasurer, department heads, and the public; supports processes for information flow and sharing.
 - Works closely with the Selectboard, department heads, and Budget Committee in the development of a comprehensive budget and its implementation.
 - Acts as liaison between the Selectboard, and all Town departments, committees, commissions, as well as citizens. Advises and communicates with the Selectboard thereof.
 - Attends meetings and takes minutes on behalf of the Town
 - Organizes and prepares for Town Meeting and special town meetings including preparing warrants, printing the town report, and ensuring set up of meeting space and that copies of materials are available.
 - Maintains liaison with State, local, and federal agencies as appropriate.
 - Performs related work as may be required.
 - Prepare and distribute monthly Newsletter.

FAMILIARITY WITH:

- Municipal management, municipal government programs, community issues, and decision-making processes.
- Communicating effectively orally and in writing, including research and reporting capability.
- Maintaining positive internal relations and working collaboratively with others to support a productive environment.
- Organizing and using time effectively as well as being creative and analytical.
- Listening to, and accepting, constructive criticism; must possess conflict resolution and public relations skills. Practices discretion and sound judgement.
- Microsoft Office programs, and any other computer programs as used by the municipality.

TRAINING AND EXPERIENCE REQUIRED:

Graduation from high school plus one year of experience providing public service within a public entity or an equivalent combination of experience, education, and training.

APPLY BY EMAIL: selectboard@mtvernonme.org