



Town of Farmington

**153 Farmington Falls Road
Farmington, ME 04938**

Position: Executive Assistant
Department: Administration
Classification: Hourly H11
Salary Range: \$24.50 to \$30.00

GENERAL PURPOSE

Performs a variety of routine and complex clerical, secretarial and administrative work in keeping official records, providing administrative support to the Town Manager and the Board of Selectmen.

SUPERVISION RECEIVED

Works under the supervision of the Town Manager.

SUPERVISION EXERCISED

Oversees the duties of the Town Office custodian.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs clerical and administrative work in answering phones, receiving the public, and providing assistance to the Town Manager.
- Serves as secretary/clerk to the Board of Selectmen including developing agendas and minutes and advertising Public Hearings; responsible for posting in appropriate public places and notifying press.
- Performs secretarial and recording functions for various departments, boards, commissions and committees, including minutes as assigned; serves as liaison between various committees and the Town Manager.
- May perform secretarial and clerical work for other departments.
- Manages photocopier contract, including ordering supplies and scheduling equipment maintenance.
- Maintains calendar for use of municipal building; oversees maintenance and housekeeping including scheduling of preventive maintenance and repairs.
- Assists Town Manager in preparation of annual budget.
- Acts as liaison for General Liability and P&C insurance contract including preparation of annual renewal, notifying insurance agent of additions and deletions of insured property and notifying insurance agent of any claims brought against the Town.
- Manages Worker's Compensation claims, reports injuries to Workers Compensation Board and maintains Workers Compensation records.
- Assists in the procurement of department materials and supplies.
- Operates listed office machines as required.
- Receives, stamps and distributes incoming mail, and processes outgoing mail.

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- Composes, types, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
- Prepares standard office and department forms; makes simple postings to accounts; compiles data for various reports.
- Acts as custodian of departmental documents and records including, but not limited to, ordinances, policies, and personnel files.
- Maintains Town's social media accounts; coordinates with Grants/Planning Assistant to ensure cross posting of information between website and social media.
- Establishes and maintains filing systems, control records and indexes using independent judgment.
- Performs related work as required.

DESIRED QUALIFICATIONS

Education and Experience:

- Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, computers. Associates degree in a business-related field preferred.
- Two (2) years of increasingly responsible related experience, or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of computers and modern office practices and procedures.
- Ability to create complex documents using advanced word processing tools including mail merge documents, professional correspondence, policies, brochures and tables; understanding of formatting tools such as headers and footers, bullets, line spacing, window orphan control, etc. to produce clean and easily edited documents.
- Knowledge of spreadsheet operations, including creation of moderately complex formulas, producing charts and graphs and using data analysis tools.
- Skill in use of various remote meeting tools (Zoom, Teams, etc.).
- Skill in the operation of listed tools and equipment.
- Ability to research and compile data using various information sources including AI tools.
- Ability to effectively deal with the public; ability to handle stressful situations.
- Ability to communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED

Computer, including Microsoft Office suite of products (Word, Excel, Outlook, and database software), calculator, phone, fax, postage machine and copy machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be granted to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be granted to enable individuals with disabilities to perform essential functions.

The noise level in the work environment is usually moderately quiet.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.