



TOWN OF KITTERY

Human Resources

200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1332 Fax: 207-439-6806

– OPPORTUNITY –
Executive Assistant to the Town Manager

The Town of Kittery has an immediate opening for an Executive Assistant to the Town Manager. Office hours are Monday through Thursday from 7:30 a.m. to 6:00 p.m. The pay range for this non-exempt position is \$55,000 to \$65,000 based upon experience. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

Purpose

The purpose of this position is to provide executive level support to the Town Manager and manage the Town Hall as a professional office; coordinating calendars, schedules and activities of the Manager to advance the objectives of the Town; providing customer-centric service to external and internal customers, team members, elected officials, and agencies; planning and implementing special projects and initiatives as assigned. This position requires considerable discretion as many areas of work must remain confidential. This position reports to the Town Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ensure all administrative functions of the Town Manager's office are effectively carried out in a manner that is consistent with the Town's goals, objectives, and customer-centric culture;
- Receive and screen inquiries, concerns, and requests for service in-person, electronically, by telephone, and mail; provide information, resolve issues, or refer to the proper person/department for handling the matter; follow-up on requests and concerns to ensure resolution is achieved;
- Serve as liaison for the Town Manager's Office, working collaboratively with other departments, external agencies, and entities on priorities of the Town Manager;
- Manage the Town Hall office, serve as the primary contact for the IT Support vendor, purchase supplies, arrange for equipment purchase and maintenance, coordinate with the Facilities Maintenance Supervisor on building-related needs or issues; review and submit invoices for payment;
- Serve as liaison to the Town's insurer, manage the annual insurance renewal process, file property damage claims, collect and transmit relevant reports and information, and respond to requests for information or claims;
- Prepare requests for proposals and bids for goods and services for the Town, including advertising, recording received bids and proposals, evaluation of bids and proposals as may be required, and coordinating the execution of contracts and agreements;
- Sort and process mail for the Town Manager, check voicemail and relay messages;
- Coordinate meetings and events in the Town Hall; maintain and coordinate the Town Manager's schedule;
- Prepare detailed and often confidential correspondence, reports, resolutions, contracts, forms, invitations, graphic materials, and specialized documents from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with Town policies, format, and word usage, including grammar, punctuation, and spelling;

- Organize and maintain various administrative, confidential, reference, and action files and records; ensure materials, reports, and documents presented for signature are accurate and complete;
- Conduct research, plan and implement special projects, and serve on committees as assigned;
- Assists other Town departments and staff as assigned;
- Performs other related duties as required.

Essential Knowledge, Experience, Skills and Abilities

- Bachelor's degree in public policy, business administration, or related field, with a minimum of three-year's experience in administrative support, office management, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this position;
- Excellent verbal and writing skills, ability to communicate effectively, in an appropriately engaging and professional manner;
- Must be technology fluent, with a high degree of comfort using modern productivity software such as MS Office, Google Docs, Zoom, Adobe, and the ability to learn/adapt to new technology as needed;
- Ability to establish and maintain effective and positive working relationships with employees, supervisors, staff, vendors, and general public;
- Ability to exercise initiative and good judgement, to set priorities and complete efforts independently and as a member of a team;
- Ability to cope with situations firmly, courteously, tactfully and with respect for the rights of others;
- Ability to analyze situations quickly and objectively and to determine proper course of action;
- Ability to read, utilize, and interpret a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information;
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures;

Physical Requirements

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

- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, keyboard, printer, calculator, telephone, copy/scanner/facsimile machines, postage machine and shredder
- Must be able to move or carry job-related objects and materials up to 50 pounds
- Must be physically capable of reaching to obtain and move various books, printouts, file boxes, computer paper, etc.
- Work is normally performed in an office environment.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Human Resources
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until position is filled.

The Town of Kittery is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.