

TOWN OF GORHAM

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT FOR TOWN MANAGER/HR DEPARTMENT

GENERAL SUMMARY

This is a responsible office assistant position supporting the Town Manager/HR Department. Work involves considerable contact with the public and town employees, maintaining accurate records, performing specific delegated tasks, and access to sensitive and confidential information. The employee in this position operates under the general guidance and direct supervision of the HR Director. This position also manages the Town's web site.

POSITION CLASSIFICATION: This position is classified as an hourly (non exempt) position.

SUPERVISORY RESONSIBILITIES: None.

ESSENTIAL JOB FUNCTIONS

- Must be able to provide excellent customer service to employees and the general public.
- Must be able to organize, plan and manage multiple activities.
- Must be able to maintain an effective working relationship with elected officials, the Town Manager, HR Director, and the general public.
- Must be able to consistently work a full work week.
- Must be able to maintain confidentiality with sensitive personnel issues at all times.
- Must be able to stay current with technology trends.
- Must be able to walk, talk, listen, stoop, reach and lift up to 20lbs. Must have normal vision and be capable of effectively all types of office equipment.
- Must be able to accurately follow instructions and file records.
- Must be able to work effectively in a moderately noisy setting under moderate to occasional high stressful conditions.
- Must hold a valid Maine Driver's License and be insurable in a normal risk pool.

External and internal candidates, as well as position incumbents who become disabled as defined under the Americans with Disability Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)

- Responds to routine inquiries from Town departments, employees, Department Managers, the Town Council, outside agencies, and the general public.

- Manages the Town's website and coordinates maintenance of department websites with the appropriate department personnel. Posts public reports to Town website.
- Assists employees with benefit questions and general policy questions.
- Assists in the coordination of annual mandatory training for office staff such as sexual harassment, video display terminal, and blood borne pathogens.
- Serves as Clerk of the Gorham Economic Development Corporation and provides staff assistance to Council Committees as directed by the HR Director.
- Types and processes memos, forms, reports, agendas and general correspondence for the Town Manager and may compose routine letters and memos in response to standard inquiries.
- Maintains a schedule of meetings for Conference Room A and Municipal Center Auditorium.
- Maintains office calendar.
- Files all correspondence and maintains an accurate filing system.
- Maintains personnel files.
- Assists the HR Director with general human resources work including preparation of benefit enrollment information, recruitment, and safety issues.
- Assists in the orientation of new employees.
- Assists in the preparation, filing, and tracking of Workers Compensation claims and maintains accurate OSHA records under the general supervision of the HR Director.
- Assists in the accurate filing and follow up of Property and Casualty claims.
- Maintains and updates property, equipment, and vehicle lists for the Town of Gorham.
- Prepares the Annual Statistical Report including editing, coordinating, compiling, and formatting data from Town Departments.
- Assists in compiling and distributing the Town's annual budget
- Assists with special human resource and administrative projects as directed by the HR Director.
- Completes additional tasks as assigned by the Town Manager and HR Director.

EDUCATION AND EXPERIENCE

A high school diploma or equivalent and a minimum of three years of experience in a progressively responsible general office position required. Prior general experience in an HR Department preferred.

WORKING CONDITIONS

- Work includes workday work in a moderately noisy office environment with moderate to occasional high stress.
- Work includes contact with elected officials, Department Manager, employees, the general public, and outside agencies.
- Work in the Town Manager's Office includes handling information of a sensitive and highly confidential nature.

The above statements are intended to describe the general ratio and level of work being performed by people assigned to this job. It is not intended to be an exhaustive list of responsibilities and duties required. This job description may be changed, at any time, at the sole discretion of the Town of Gorham to provide for its changing needs.

REVISED: November 11, 2016

ADOPTED: November 11, 2016