

## **EXECUTIVE ASSISTANT TO THE TOWN MANAGER**

**August 17, 2017**

The Town of Rumford is seeking qualified applicants for a full-time position as Executive Assistant to the Town Manager. This position is responsible for all duties associated with the Town Manager's Office. Confidentiality, accuracy, organizational and communication skills, ability to effectively deal with the public, and attention to detail are essential.

This job requires the person to work closely with the Town Manager in achieving the Town's goals while working independently on a broad range of tasks and assignments. Work involves creating board agendas, transcription of recorded board meetings, maintaining committee rosters, answering telephone calls, scheduling of municipal meetings and manager appointments, handling customer concerns, and preparation of the following: correspondence, website and social media postings, press releases, public hearing notices, town meeting warrants, annual town report and more. In addition, the Executive Assistant is expected to contribute to the development of new ideas and ways to serve the public.

A job application, resume, cover letter and three to five work-related references should be sent to Town Manager Linda-Jean Briggs, 145 Congress Street, Rumford, ME 04276 or by email to [ljbriggs@rumfordme.org](mailto:ljbriggs@rumfordme.org). Applications are available on the Town website, [www.rumfordme.org](http://www.rumfordme.org). A full job description is available by emailing [town@rumfordme.org](mailto:town@rumfordme.org). The position will remain open until filled. The Town of Rumford is an Equal Opportunity Employer.