

**TOWN OF BRIDGTON**  
**ADMINISTRATIVE ASSISTANT**

**POSITION NARRATIVE:**

This is a responsible and varied secretarial and administrative position serving as Administrative Assistant to the Code Enforcement Officer, Community Development Director and both the Board of Appeals and Planning Board.

Work involves considerable contact with the public and the screening of calls and callers. Work requires familiarity with the organizational and operating characteristics of various departments. The employee frequently has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information, and other public contact work. Work is performed under the general supervision of the Town Manager. Except for unusual assignments which may involve careful instruction and supervisory review, work is normally carried out in accordance with only general instructions and is subject to occasional review of methods and results.

**LEVELS OF AUTHORITY AND DECISION MAKING:**

ROUTINE ACTIONS AND FOLLOWING THE REQUIREMENTS OF THE PROCEDURES ASSIGNED TO THE POSITION TASKS.

DECISION MAKING RELATES TO INTERPRETTING POLICIES AND PROCEDURES AND APPLYING THOSE TO THE TASKS OF THE POSITION.

DECISION MAKING INCLUDES RECOMMENDING POLICY AND AMENDING PROCEDURES TO IMPROVE THE EFFICIENCY OF TASK COMPLETION.

**SUPERVISION:**

This position is supervised by the Code Enforcement Officer and Community Development Director.

**EXAMPLES OF WORK (These are examples only and not meant to be the complete listing.)**

Assists the public in the building, plumbing, Board of Appeals and Planning Board application process. Fields and responds to customer inquiries as back-up to the Code Enforcement Officer.

Files monthly reports for septic system permitting to the State of Maine Department of Environmental Protection.

Prepares and coordinates the “departmental reviews” comprised of the Town Manager, Deputy Town Manager, Public Works Director, Police Chief, Fire Chief and Water Reclamation Superintendent. These reviews are done on an “as needed” basis and helps to expedite the permitting process by not having to go to the Planning Board first.

Maintains up-to-date and accurate information on the website for the Code Enforcement Officer, Community Development Director, Board of Appeals and Planning Board. Assists in the maintenance of the building permit database and updates accordingly.

Prepares correspondence and mailings for the Code Enforcement Officer, Community Development Director, Board of Appeals and Planning Board, or other Departments as assigned. This includes preparing a variety of permits, violation notices and correspondence for the Code Enforcement Officer.

Responsible for the Town's Annual Report.

Prepares the Code Enforcement Officer’s monthly report and submits to the Deputy Town Manager.

Administration of the Community Development Block Grant Program i.e.; maintains files, tracking and reporting (including funding tracking) and correspondence. Meets with the administration of the social service agencies, coordinates the signing of contracts, secures Certificates of Insurance on contractors, performs site visits and project inspections, and coordinates with the Clerk of the Works the bid specifications. Tracks Davis-Bacon wages to ensure compliance with the grant requirements.

Works in conjunction with the Planning Board Chair to prepare for meetings, obtains legal advice (when necessary or appropriate), and prepares correspondence for the Planning Board and Board of Selectmen. Prepares the agenda for and attends Board of Appeals and Planning Board meetings and prepares minutes. Prepares Findings of Fact, compiles packets for board members, and scans documents to the one-drive or equivalent electronic share file.

Maintains records of fees and escrow accounts for Board of Appeals and Planning Board applicants.

Updates and maintains Site Plan Review and Subdivision logs.

Completes Dodge Data and analytical reporting regarding building statistics and online reporting of same to census.gov.

Works with boards and committees to review and revise ordinances. Updates notebooks, manuals, website and distributes new and revised Town of Bridgton Ordinances,

Regulations and Polices accordingly with supporting backup documents. Prepares ordinance revisions for the Town Meeting warrant Articles.

Prepares and submits to the media and posts on website and in office, advertisements of public hearings, bid specifications and miscellaneous public information. Attends pre-bid meetings, bid openings, and prepares a summary for the Town Manager review and approval.

Maintains accurate records for various seminars and conferences that are of interest to appropriate officials. This includes registration and ascertaining more information on the programs.

Shares in the duties of answering the telephone handling routine inquiries about various department operations as authorized or refers it to prop departmental official for answer or action.

Sorts, processes, and files correspondence and other material, determining proper files designations; organizes and revises filing systems as needed.

Performs other related work as required.

**SKILLS, ABILITIES AND REQUIREMENTS OF THE POSITION:**

Considerable knowledge of modern office practices, procedures, equipment and software i.e.; Microsoft Office, Excel, etc.

Considerable knowledge of business English, spelling and arithmetic.

Ability to rapidly acquire considerable knowledge of administrative, operational and procedural regulations.

Ability to deal courteously with the public including various State and local agencies, corresponds and communicates with legal officials. Ability to establish effective work relationships with other employees and the public.

Ability to keep varied records, to assemble and organize data, and to prepare standard reports from such records.

Have a working knowledge or ability to ascertain such knowledge of rules and regulations of the State and Federal governments; such as: building statutes, plumbing statutes, fire codes, statutes on subdivision and mobile home parks; and other statutes related to environmental regulations.

Ability and initiative to use resourcefulness and tactfulness addressing situations as they arise.

Ability to maintain confidentiality on specific topics.

Ability to deal courteously with the public and to establish and maintain effective work relationships with other employees and the public.

Ability to meet deadlines and complete work in an accurate and timely fashion.

**DESIRABLE EXPERIENCE AND TRAINING:**

Considerable experience in secretarial work of a progressively responsible nature involving contact with the public; graduation from high school including or supplemented by courses in other commercial subjects. Any equivalent combination of experience and training. Computer experience in both word processing and spreadsheet applications. Customer service training / experience. Experience with grant administration, website maintenance, graphics and construction a plus.