

**Town of Bridgton
Administrative Position – Community Development
(FULL-TIME)**

POSITION NARRATIVE:

This is a responsible and varied administrative position serving as the Administrative Assistant to the Community Development Director.

Work involves considerable contact with the public and other governmental departments, boards and committees. Work requires familiarity with the organizational and operating characteristics of various departments with which the position interacts. The employee frequently acts independently in the disposition of a variety of matters including developing and promulgating public documents, interacting with legal counsel, suppliers, holding meetings, preparing and disseminating meeting, project and other deliverables. Much of the work is project based. Except for unusual assignments and initial development of project mechanics, etc., which may involve careful instruction and supervisory review, work is normally carried out in accordance with only general guidance and is subject to occasional review of methods and results. The work is both support-based and requires leadership and public speaking competencies.

LEVELS OF AUTHORITY AND DECISION MAKING:

Routine actions and following the requirements of the procedures assigned to the position tasks.

Decision making relates to interpreting policies and procedures and applying those to the tasks of the position.

Decision making includes recommending policy and amending procedures to improve efficiency of task completion.

SUPERVISION:

This position is supervised by the Community Development Director.

Community Development Performance Statement:

In the performance of the below respective tasks and duties, the Administrative Assistant is expected to conform to the following:

- Perform quality of work within deadlines with or without direct supervision.
- Interact well with other employees, existing or future municipal, state and federal personnel, attorneys, residents, business owners, engineers, vendors, agencies, and the public at large.
- Always maintain professional decorum.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with others.
- Maintain and manage critical documents and public records, including project, committee, board, financial, economic, legal, regulatory and other information.
- Always maintain confidentiality mandates.

General Job Description:

Perform administrative and office support activities for the Community Development Director.

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- Answer incoming administrative/business phone calls during business hours to schedule appointments, gather inputs, address questions or concerns when possible and follow up when not with the Community Development Director or other staff members.
- Assist the Community Development Director in developing programs, regulatory documents, events, projects, committees, initiatives, public information and marketing campaigns, funding sources, policy related initiatives and other actions related to economic and community development.
- Helps manage program and other initiative schedules and communications with participants.
- Works with various boards from time to time to prepare minutes and follow-up on workshops or special meetings.
- Meets with various officials and the public in the performance of community development related duties.
- Joins or represents the Community Development Director at local and state events, conferences, and meetings.

Essentials Work:

- Prepares grant proposals and applications, contracts and other necessary documents as may be required.
- Represents the Community Development Director as needed on a variety of Boards and Committees concerning economic and community planning and development activities.
- Prepares minutes, journals and reports related to various committees, projects or initiatives.
- Prepares financial records and reconciliations having to do with Community Development Block Grant and other funding sources, marketing programs, and other programs coming under the responsibility of the Community Development Director.
- Leads project meetings especially related to Community Development Block Grants (CDBG) and other initiatives as needed.
- Maintains a comprehensive database of community development related materials and efforts.
- Demonstrates ethical conduct, community stewardship, individual initiative and responsive service.
- Performs clear, concise communication, positive collaboration.
- Prepares research as assigned by the Community Development Director.
- Performs related work as required and assigned by the Town Manager.

Qualifications:

Experience in municipal or other governmental or regulatory organization including engaging with the public, boards, committees and other organized venues as a participant, leader or administrative staff; community development or development experience or credential, academic or industry-related, or education/experience in political science, economics, management, public policy, or donor development or related field preferred; a minimum of (2) to (3) years of experience in and administrative field; successful history of engagement and leadership in interactions with volunteers, business leaders and citizens; positive attitude and tenacity to see through efforts addressing both immediate priorities and long-term vision. Legal background a plus.

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Minimum Required Knowledge, Skills & Abilities:

- Knowledge of Microsoft Word, Excel, Powerpoint and Project; experience with Access database a plus.
- Ability to juggle multiple projects with accuracy and pivot to new tasks effectively.
- Strong sense of urgency and problem-solving skills.
- Ability to learn the applicable statutes, ordinances, and town and department rules, regulations and guidelines.
- Ability to communicate effectively orally and in writing.
- Detail oriented with an ability to maintain context constraints in a busy environment.
- Good time management skills and ability to manage time efficiently without supervision.
- Ability to engage and communicate with employees interdepartmentally.
- Ability to read and interpret documents.
- Competency in social media venues and posting to website and related digital venues.

This job description does not necessarily cover every task or duty that might be assigned. Employees may be assigned additional responsibilities, as necessary.