



Androscoggin County Government

Job Description

Title: Administrative Assistant

Department: EMA

Supervised by: Emergency Management Agency Director

FLSA Status: Non-Exempt 40 hours

Position Summary: The purpose of the Administrative Assistant position is to assist by providing administrative support to the Director and Agency staff. Performs all other related work as required.

Essential Duties and Responsibilities: The essential duties for this position include but are not limited to the following.

1. Updates and maintains agency contact list.
2. Updates and maintains inventory of resources and supplies for both office and field.
3. Assists the Director to process grant reimbursement and budget development.
4. Organizes and maintains files on all preparedness grants.
5. Ability to learn and proficiently use the current accounting program.
6. Generates monthly expenditure and revenue reports.
7. Tracks agency expenses and accounts.
8. Enters requisitions into accounting system for coding by the agency Director.
9. Assists agency staff with programmatic activities.
10. Assists staff with set up of meetings, exercises, and training sessions, some of which are outside of normal business hours.
11. Updates and maintains agency filing systems.
12. Updates and maintains agency website and social media.
13. Additional duties, functions and roles as assigned by the Emergency Management Agency Director.

Recommended Minimum Qualifications:

Knowledge Ability and Skills:

1. High School graduate with proficiency in business education
2. Two (2) years previous experience in an administrative capacity preferred
3. Strong organizational skills and ability to function independently.
4. Excellent time management skills and ability to multi-task and prioritize work, strong ability to prioritize and handle details with precision and accuracy.
5. Knowledge of budgetary process, appropriations, and expenditures.

6. A valid State of Maine class C driver's license and clear driving record are required.
7. Proficiency with computer operations specifically Microsoft Office Suite, Microsoft Word, Excel, PowerPoint, Outlook.
8. Such alternatives to the above qualifications as the Emergency Management Agency Director may find appropriate and acceptable.

Special Consideration and Requirements: Incumbent (employee) is subject to 24-hour emergency notification and recall for emergency situations requiring implementation of the aforementioned job description responsibilities.

Physical Requirements:

The physical demands 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.

While performing the duties of this job, the employee is frequently required to work at a desk; Ability to operate a keyboard and mouse and to sit and view computer screens for extended periods of time. Ability to navigate within an office environment and access file cabinets and office machinery and regularly navigate stairs. The employee must occasionally lift and move objects weighing up to 20 pounds. Regularly conveys information to employees, volunteers of this Agency and the general public. Requires the ability to drive conventional vehicle (County agency vehicle). Attends meetings and trainings offsite.

Supervision:

Supervision Scope: Performs varied and responsible functions requiring comprehensive knowledge of department/division operations and the exercise of judgment in responding to inquiries, in dealing with the public, and in performing the functions of the office in accordance with established department policies and standards.

Supervision Received: Works under the supervision of Director of Emergency Management.

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

Approved by County Administrator: 

Date: 3/4/2024