

Town of Garland-Administrative Assistant to the Select Board

The Town of Garland is searching for the full-time Administrative Assistant to the Select Board. The Administrative Assistant functions as the Treasurer, Deputy Town Clerk, Deputy Tax Collector, Office Manager, Information Officer, DER, Human Resources Officer, Sexual Harassment Officer & General Assistance Fair Hearing Officer. The Administrative Assistant is the personnel director and is responsible for assisting in hiring, evaluation and direction of the Town staff and works closely with Selectmen on such matters. This position works closely with the Budget Committee and Selectmen to prepare the annual budget and review the status of expenses, revenues, and bank accounts throughout the year.

The ideal candidate will have municipal work experience and comparable management experience. The Town provides employees with competitive health benefits along with vacation, holiday, and personal time. Salary negotiable based on experience and training.

Resume's will be accepted until the position is filled via e mail Togassist@myfairpoint.net or Town of Garland Attn: Administrative Assistant Search 108 Corinth Rd. Garland, ME 04939