

## Job Description: **Administrative Assistant to the Selectboard**

Town of Albion, Maine

January 2026

### Summary

The Town of Albion is a growing and vibrant central Maine town that has grown this position, making it ideal for a candidate looking to enter municipal government at an entry level. The Albion Selectboard Administrative Assistant acts as assistant to and provides administrative support for the Selectboard. The position interacts with all Selectboard members, as well as town officials and members of the public, while reporting directly to the Selectboard. This is a part-time, hourly position, with an expectation of 15-30 hours per typical week of work. Salary structure is commensurate with experience. In-person attendance at Selectboard meetings is required. Routine meetings are currently scheduled for the second and fourth Monday evening at 6pm.

### Functions and Duties

- Attend Selectboard meetings, the Annual Town Meeting, and additional special meetings as scheduled or needed.
- Take, draft, distribute, finalize, and post meeting agendas and minutes.
- Maintain the Town Website including, but not limited to, the Selectboard section, review the Town Facebook page for the Selectboard, as well as updating sections as requested by the Selectboard.
- Organize and prepare documents and correspondence for meetings. Prepare and circulate correspondence on behalf of the Selectboard, as directed by the Selectboard.
- In coordination with the Treasurer, prepare and process accounts payable warrants and track all town expenditures and budget under Selectboard's purview, specifically the Selectboard and Highway budgets. Assist with related financial reporting.
- Assist in research and preparation of the annual budget and town report, including but not limited to year end budgetary reports and letters.
- As needed, support the Selectboard in compliance with applicable laws and issues of town governance.
- Act as a liaison between Selectboard and other parties, including but not limited to the Fire Department, Code Enforcement Officer, Planning Board Chair, Road Commissioner, and General Public, as well as any future town committees, standing or temporary. This may include drafting and mailing letters, composing emails, or other duties as needed to conduct the Town's affairs.
- Assist the Selectboard in the documentation of appointments to committees and hiring of new employees and keep the Selectboard apprised of personnel development and the recruitment of new employees.
- Assist in the implementation of community programs for the town.
- All other duties as assigned by the Selectboard.

### Qualifications and Skills

- Associate or other higher education experience or degree preferred.
- Two to five years of administrative experience, and/or related office experience. Prior Selectboard experience is a plus.
- Computer skills, including word processing, spreadsheets, PDFs, email, and presentations. Experience with TRIO is a plus.
- Experience in website administration.
- Ability to interact with town employees, elected and appointed officials, and members of the public in a courteous and professional manner.
- Ability to take direction and constructive criticism in a professional manner.
- Strong verbal and written communication skills.
- Familiarity with Open Meeting law and Town Governance is required.
- A successful candidate for this position will be able to monitor various deadlines, manage a variety of administrative tasks efficiently and with high attention to detail, and be an active part of a team that requires a professional degree of transparency and accountability to the public.
- Administrative Assistant to the Selectboard shall have extensive experience in municipal government, as well as strong communication and public speaking skills. Other important skills as follows: budget management and forecasting, vendor management, strategic planning, team building, and grant research and writing.

Email cover letter and full resume to:

Job Type: Part-time

Pay: \$19.00 - \$28.50 per hour

Expected hours: 15 – 30 per week

Work Location: In person, with the possibility of some remote time.

Apply through Indeed OR send/drop off cover letter and resume to:

Town of Albion  
Selectboard  
22 Main Street  
Albion, ME 04910