

JOB ANNOUNCEMENT

Town of Colmar Manor

JOB TITLE: Administrative Assistant

DESCRIPTION: The Town of Colmar Manor is a municipal government in the State of Maryland. Colmar Manor is approximately three quarters of a square mile, bordering Washington D.C. and fully bordered by park land on the south with a population of approximately 1600. The Town staff serves the residents of Colmar Manor and support the elected Mayor and Council and provides service, maintenance, and dissemination of Town information as required. In addition, the Town of Colmar Manor has a community center and community bus which serves the extended community with recreation, community events, and private rentals.

This position provides for administrative support is to perform administrative support under the direction of the Clerk-Treasurer and/or Mayor. This position is responsible for extending upon the efficiency and effectiveness of the Administrative Office. Often the Administrative Assistant is the first point of contact for residents and the public. This position requires a person who likes working with the public, is friendly, and professional, detail oriented, able to prioritize and can multitask effectively.

EMPLOYMENT TYPE/PAY/BENEFITS: Part-Time – 24 hour/week;

Benefits include health insurance, vacation and sick leave, and retirement. Additional income is available to watch rental events - \$200/event.

ESSENTIAL FUNCTIONS:

- May attend meetings to represent Mayor/Council
- Types correspondence as requested by Mayor or Clerk-Treasurer
- Answers phones, responds and forwards appropriately
- Assists in maintaining general office files
- Assists in planning for Port Towns Day
- Assists in Scheduling meetings for Mayor
- Prepares bills for Personal Property Taxes
- Assists with planning community events and meetings
- Attends meeting as directed by Mayor or Clerk-Treasurer
- Check and respond to voicemail and email continually throughout the day
- Handling Hall Rental contracts and scheduling
- Handles requests and/or complaints
- Maintain files for Clerk-Treasurer and Accounting Staff
- Maintain office files
- Maintain office requests/complaints records including outcome
- Perform other related duties as requested by Mayor and/or Clerk-Treasurer
- Receive and distribute incoming mail and record on mail log
- Schedule van appointments
- Special projects and events as assigned by Mayor, Council, or Clerk-Treasurer

- Develop agenda documents for public meetings
- Transcribe minutes of council meetings
- Travel arrangements for Mayor and Council

DUTIES SHARED BY MANY EMPLOYEES INCLUDE:

Scheduling Community Bus appointments, answering phones and voicemail and responding appropriately, handling request and/or complaints, maintaining shared rental calendar, setting up Zoom meetings, booking hall rentals; assigning residential parking permits, and sending out mass text messages and emails.

KNOWLEDGE, SKILLS, AND ATTRIBUTES:

- The candidate must be a self-starter with a positive work ethic and demonstrated proactive initiatives with previous employment.
- Working knowledge of office administration and standard office practices, procedures, and equipment.
- A minimum of two years' experience in an administrative position and two years of college or the equivalent is required.
- Proficient knowledge of Microsoft Word, Power Point, and Excel is required. Knowledge of Google forms and sheets is helpful. Graphic design skill will be helpful.
- Ability to establish and maintain effective and harmonious working relationships with Town officials, departments, and general public.
- Ability to maintain accurate and detailed records, and maintain complex record keeping systems.
- General Knowledge of municipal, county, state, and federal government.
- A writing sample will be required.

ADDITIONAL INFORMATION: COVID-19 vaccination record is required for Colmar Manor employment. Speaking and reading of Spanish is preferred. Some weekends and evenings may be required.

Town of Colmar Manor does not discriminate on race, color, religion, sex, age, orientation, national origin, or disability.

TO APPLY: Send a resume, a writing sample and salary history to Greg Holcomb, Town Administrator, gholcomb@colmarmanor.org.

CLOSING DATE: Open until filled