

JOB ANNOUNCEMENT

Town of Colmar Manor

JOB TITLE: Administrative Assistant (Bi-lingual)

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. with a population of approximately 1,600. The Town of Colmar Manor has a community center and community bus service which serves the extended community. The Town staff serves the residents of Colmar Manor and supports the elected Mayor and Council. Staff provides service, maintenance, and distribution of Town information.

This position provides administrative support under the direction of the Clerk-Treasurer and/or Mayor. This position is responsible for extending 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, professional, detail-oriented, able to prioritize, and can multitask effectively.

EMPLOYMENT TYPE/PAY/BENEFITS: Full-Time: 40 hours/week; Salary: \$45,000

Benefits include health insurance (Town paid premium), vacation and sick leave, and retirement (Town pays 5% towards retirement). Additional income is available to watch rental events.

ESSENTIAL FUNCTIONS:

- Assists the public in person, by mail, email, fax, or phone with all types of questions and needs in a timely manner.
- Assists with the day-to-day operation of the town Clerk-Treasurer's office. Has frequent contact with the public and requires a high level of customer service. Answers phone, assists walk-in visitors, collects and records all money received. Processes payments for invoices and bills. Work involves the ability to follow well-defined procedures. Performs routine duties of a clerical nature.
- Assists with the tracking and responses to public records requests between requestors and town officials and department managers.
- Assists with the maintenance of the department's website page and coordinates town-wide website management duties with the Town Administrator's Office.
- Uploads documents to the town's website, ensuring the timely and legal postings of public meetings, posting public documents including meeting agendas and minutes as required by various Town-wide Boards and Committees.
- Works with other departments and Boards/Committees/Officials to resolve issues.
- Assists with preparation of town meetings and elections and record keeping of such events.
- Assists with town voter registration, absentee ballots administration, polling place set-up, and other election-related work.
- Prepares personal property tax bills and assists in administering town business licenses.

DUTIES SHARED BY EMPLOYEES INCLUDE:

Scheduling community bus appointments, answering phones and voicemail and responding appropriately, handling requests and/or complaints, maintaining shared rental calendar, setting up Zoom meetings, booking hall rentals; assigning residential parking permits, assisting with planning and execution of town events, and sending out mass text messages and emails.

KNOWLEDGE, SKILLS, AND ATTRIBUTES:

Education and Experience:

- High school diploma required.
- Two (2) years of college preferable.
- Two (2) years of related progressively increased responsibility in general office operations.
- Experience in a municipal setting and dealing with the public preferred; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge:

- Working knowledge of office administration, financial record keeping, and automated office systems and procedures.
- The candidate must be a self-starter with a positive work ethic.
- Proficient knowledge of Microsoft Word, PowerPoint, and Excel is required.
- General Knowledge of municipal, county, state, and federal government.

Ability:

- Ability to prioritize multiple tasks and deal effectively with interruptions to meet deadlines, often under considerable time pressure.
- Ability to develop and implement guidelines, procedures, and policies.
- Ability to analyze and solve problems.
- Ability to prepare routine to complex documents and reports utilizing computerized office applications including database management programs.
- Ability to interact effectively, tactfully, and with considerable discretion with a wide variety of individuals.

Skill:

- Excellent organizational, record-keeping, and communication skills.
- Excellent customer service skills.

ADDITIONAL INFORMATION: COVID-19 vaccination record is required for Colmar Manor employment. Speaking and reading Spanish is preferred. The work is in-person and flexible work arrangements can be made. Some weekends and evenings may be required.

The 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 a salary history to Greg Holcomb, Town Administrator, gholcomb@colmarmanor.org.

CLOSING DATE: Open until filled.

EOE.