

## **JOB ANNOUNCEMENT**

The Town of Colmar Manor

**JOB TITLE:** Sr. 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 customer service management as it relates to town services, and this position is responsible for maintaining data and reports associated with these services. The position will analyze and improve Standard Operating Procedures as necessary and recommend training for staff as needed. In addition, this position is the assistant to the Mayor and supports the Mayor with duties assigned by the Town Charter. This position reports directly to the Mayor.

**EMPLOYMENT TYPE/PAY/BENEFITS:** FT – 40 hour/week with comp overtime; \$55,000

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

### **ESSENTIAL FUNCTIONS:**

- Establish and maintain a customer relations management system and maintain a record of resident and visitor communications including request, complaints and outcomes
- Retrieve and update resident information using multiple sources
- Solicit articles from department heads, the County, State and other organizations for Newsletter and weekly e-News and distribute paper newsletter to requesting residents
- Prepare and update Standard Operating Procedures and ensure staff are informed and trained
- Assist Mayor with duties provided to the Mayor via Town Charter and provide supervision to staff as requested by the Mayor and other department heads
- Maintain shared calendars of employee leave and ensure employee contact information is current
- Search, prepare, and manage grants opportunities for Town services
- Provide data entry for Parking Permits and Public Works work orders
- Coordinate Public Works inventory with Public Works staff
- Receive, record, and distribute incoming mail and maintain General Office files
- Schedule meetings and make travel arrangements for Mayor and Council as necessary
- Prepare correspondence as requested by Mayor or Clerk Treasurer and merges for mass mailing
- Attend and represent the Town meetings as directed by Mayor or Clerk-Treasurer

- Oversee community bus drivers and activities and prepare evaluations
- Provide Clerk-Treasurer with verification of employment as needed
- Perform other related duties as requested by the Mayor

**KNOWLEDGE, SKILLS, AND ATTRIBUTES:**

- The candidate must be a self-starter with a positive work ethic and demonstrated proactive initiatives with previous employment.
- A minimum of four years' experience in an administrative position requiring strong analytical skills and three years of college or the equivalent is required.
- Proficient knowledge of Microsoft Word, Power Point, Excel, Social Media, Google forms and sheets is required. Excel macro creations is helpful. Experience with some kind of publishing software is required.
- Ability to establish and maintain effective and harmonious working relationships with Town officials, departments, and 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 is required.

**ADDITIONAL INFORMATION:** COVID-19 vaccination record is required for Colmar Manor employment. Speaking and reading of English 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