

LINCOLN COUNTY
Job Description

Position Title:	Executive Assistant to the County Administrator
Department:	Administration
Reports To:	County Administrator
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	March 2025

POSITION SUMMARY:

The Executive Assistant acts as the primary contact for communication with the Administrative Offices; provides administrative support to the County Administrator and staff of the Finance and Administrative Offices. Work involves performing tasks independently and may be of a confidential nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists and supports the County Administrator with a wide variety of administrative and clerical tasks, including typing agendas, attending meetings and taking and preparing minutes, researching and organizing information, proofreading, answering questions, preparing documents using Word and Excel, photocopying, filing, processing mail, preparing correspondence and ordering supplies.
2. Acts as the first point of contact for the Administrative Office, including answering phones, greeting visitors, etc., and directing them accordingly; acts as “gatekeeper” for the County Administrator.
3. Schedules virtual meetings, invites participants, and maintains archive of meeting recordings. Maintains meeting room calendars.
4. Assists with various human resource functions, including benefits enrollment, preparing related personnel files, processing benefit changes, reporting worker’s comp claims, and reconciling insurance benefit statements.
5. Coordinates Tax Abatement hearings and prepares all documents for decisions.
6. Maintains Commissioner meeting record archives. Assists with public retrieval requests.
7. Assists the Safety Committee by preparing quarterly meeting minutes and updating SDS binders.
8. Assists the Budget Committee by assembling annual budget documents and maintaining meeting records.
9. Updates County website and electronic message board as needed.
10. Maintains County administrative contract and agreement files and monitors for renewal. Assists with issuing RFPs and receiving bid submissions.
11. Assists Finance Office with monthly credit card statements, processing monthly Admin invoices, entering cash receipts, backup to Payroll and Accounts Payable functions, and other reporting duties.
12. Receives monthly County credit cards and reports charges to Finance Office.
13. Prepares a monthly newsletter for employees, supports Wellness Committee activities.
14. Provides Notary services to internal departments and members of the public.
15. Performs general office duties as needed.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists regional services initiatives (i.e. animal control, code enforcement, assessing) in an administrative assistant capacity, as programs are developed.
 2. Performs additional duties as assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County.
 2. Maintain professional confidentiality in execution of duties
 3. Be well organized.
 4. Work as a member of a team in the performance of duties.
 5. Be punctual for scheduled work and use time efficiently.
 6. Work in harmonious relationships with county staff and the public.
 7. Perform duties in a conscientious and cooperative manner.
 8. Perform required work accurately in a timely fashion with a minimum of errors.
 9. Be neat and maintain a professional appearance.
 10. Possess a valid Maine driver's license.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is regularly required to stand and walk, and occasionally bend, stoop, kneel, and crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a sometimes very busy office. Frequent interruptions and deadlines will often present themselves. The incumbent must be able to deal with this kind of work environment and to maximize the use of his/her time to accomplish as many tasks as possible within the time available. Occasional evening meetings or events are required.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 3-4 years of professional office experience is required.
- Proficient in the use of modern software products, including Microsoft 365, Zoom, and website editing, and the ability to learn new platforms
- Experience in administrative assistant duties is highly preferred, including proofreading and/or editing complex and technical documents and preparing professional communication
- Strong organizational, prioritization and time management skills.
- Experience and knowledge of government operations is extremely beneficial.
- Ability to solve problems independently, while exercising good judgement in appraising situations and making decisions

Education Requirements: The following education requirements are considered essential:

- High School diploma or equivalent with emphasis on office and business skills including, keyboarding, filing, and multi-tasking.
- A two-year or four-year degree from an accredited college or university in a related area is desirable but not required. Technical skills training will also be considered.
- Notary Public license preferred.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date