

Municipal Operations & Administrative Assistant

Position Summary

The Municipal Operations & Administrative Assistant is a full-time position with the Town of Gouldsboro providing administrative, technical, and operational support across multiple municipal functions. The role is designed to support regulatory administration, public works coordination, general administration, and cross-training in financial operations to improve continuity of services and organizational resiliency.

Essential Duties and Responsibilities

Code Enforcement & Public Works Support (Approximately 50%–75%)

- Assist with intake, tracking, and processing of building and land-use permit applications
- Maintain permit databases, inspection logs, and compliance records
- Prepare correspondence, notices, and follow-up documentation
- Coordinate scheduling and communication between applicants and staff
- Provide administrative support for Public Works projects, including estimates, invoices, records, and reporting

Administrative Support (Approximately 12.5%–25%)

- Provide general administrative support to the Town Manager and Town Clerk
- Assist with agenda preparation, correspondence, records management, and document control
- Support compliance and reporting requirements (state, federal, grant-related)
- Assist with customer service at the Town Office, as needed

Planning Board Support/Treasury Cross-Training and Support (Approximately 12.5%–25%)

- Learn basic Treasurer functions under supervision
- Assist with receipting, deposits, reconciliations, and financial recordkeeping as assigned
- Serve as backup support during absences or transitions, as training allows
- Provide support to Planning Board chair; assist with agenda preparation, records management, track site plan, business, or subdivision applications, and other tasks as needed

Desired Qualifications

- Associate's degree or equivalent combination of education and experience in municipal administration, public administration, accounting, business administration, or a closely related field
- Two or more years of experience in a municipal, public-sector, or administrative support role preferred
- Familiarity with Maine municipal operations, ordinances, or regulatory processes preferred
- Ability to interpret and apply policies, procedures, and regulations consistent with best practices
- Strong organizational skills and attention to detail
- Ability to manage confidential information with discretion
- Proficiency with standard office software; ability to learn municipal financial systems (TRIO)

Knowledge, Skills, and Abilities

- Working knowledge of municipal operations or willingness to learn
- Strong written and verbal communication skills
- Ability to manage multiple priorities and shift between functional areas
- Customer-service orientation with professionalism and tact
- Ability to work independently and as part of a small team

Supervision

- Reports to the Town Manager
- Works closely with the Town Clerk, Superintendent of Infrastructure, and Treasurer

Work Environment

- Office-based with periodic field-related administrative coordination
- Regular interaction with the public, staff, and external agencies

Compensation and Benefits

- **Salary:** \$25.00 per hour; 37-hour work week (non-exempt)
- **Health Insurance:** Employee-only health insurance available through the Town's Maine Municipal Association plan (Anthem Blue Cross Blue Shield). Employees may elect to purchase dependent coverage at their own expense.
- **Retirement:** Participation in the MainePERS retirement system or, at the employee's election where applicable, a Town-supported defined contribution retirement plan consistent with municipal policy.
- **Other Benefits:** Optional dental and vision insurance; paid holidays, vacation, and sick leave in accordance with Town personnel policies.

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all responsibilities.

Applicants will be required to pass a pre-employment background check.

Please visit our website at <https://www.gouldsborotown.com/careers/> to see the job description and download a Job Application form. Please email your resume and the application form to town.manager@gouldsborotown.com or drop them at the town office at 59 Main Street in Prospect Harbor. This position will remain open until filled.

The Town of Gouldsboro is an equal opportunity employer.