

## **TOWN OF PORT DEPOSIT**

**JOB TITLE: ADMINISTRATIVE ASSISTANT**

**FLSA: Non-exempt**

### **JOB SUMMARY:**

This position involves performing secretarial and clerical tasks, some of which may be complex, along with strong computer proficiency skills, including internet, social platforms, Microsoft Office, Google Docs, etc. The role provides administrative support to the Town Administrator, Finance Manager, elected officials, and other office staff.

### **RESPONSIBILITIES:**

- Develop, create content for, and manage all town social media platforms.
- Administer the parking permit program and the Motor Vehicle Administration Flagging Program.
- Manage and operate the public camera system.
- Serve as the Town Clerk, including preparing meeting minutes for the Town Council, Boards, and Commissions, managing records, scanning documents, and implementing the records retention policy.
- Organize and prepare meeting rooms, agendas, packets, and documents for Council, Board, and Commission meetings. May require day and evening meeting attendance.
- Manage the operation of the Visitors and Towson University Research and Education Center including volunteer schedule for summer months and coordinating building use with Towson University staff.
- Perform general clerical duties, and complete other tasks as assigned.

### **SUPERVISION RECEIVED:**

This position reports directly to the Town Administrator and/or Mayor. In their absence, the position reports to the Town Treasurer. The supervisor provides ongoing and specific assignments, outlining tasks, expected quality and quantity, deadlines, and priorities. Detailed instructions or training are provided for new, complex, or unusual tasks. The employee will need to demonstrate initiative, accuracy, and attention to detail in completing assignments.

**SUPERVISION** – This position has no supervisory responsibilities.

### **ESSENTIAL FUNCTIONS/EXAMPLES OF WORK:**

- Manage and create content for all town social media platforms (website, Facebook, etc.). This includes posting meeting-related information (minutes, agendas, public notices, events, documents, etc.) as required and linking information between media platforms.
- This position includes the appointment as the Town Clerk, with responsibility for accurately preparing and maintaining records of proceedings of the Council, Board, and Commissions.
- Manage and operate the town public camera system including correspondence with the camera company and video retrieval.
- Prepare meeting minutes and packets for the Mayor and Council, Boards, and Commissions. Tasks include setting up the meeting room, copying materials for members and the public, and preparing the meeting space and recording equipment.
- Provide administrative support to Board and Commission Chairs and staff, including managing meeting notification deadlines, distributing information, posting agendas, and verifying attendance for meetings.

- Administer the processing and tracking of parking permit tickets and violations through the MVA Parking/Traffic Control Violation Flagging Program for Maryland residents.
- Manage the records management program, including scanning records for electronic retention, recommending policy updates as needed, and maintaining all town files (e.g., Boards and Commission files, ordinances, resolutions, and property files).
- Maintain and update schedules and contact information for Boards, Commissions, elected officials, and staff.
- Manage the operations of the Visitors and Towson University Research and Education Center including volunteer schedule for summer months, coordinating building use with Towson University staff, tracking and reporting visitor data, maintaining inventory, and performing other assigned duties.
- Order supplies for all town buildings and the Public Works Department.
- Sort and distribute incoming mail, answer phone calls, respond to inquiries, direct callers to appropriate resources, and take messages as necessary.
- Assist with writing grant applications and preparing grant reports.
- Provide administrative support to elected officials and staff, including preparing certificates, proclamations, support letters, and similar documents.
- Maintain the town event schedule, coordinate the use of town property, and assist with organizing town events.
- Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Communication Skills
  - Build and maintain effective relationships with the Mayor, Council, town staff, local and state officials, media representatives, and community members.
  - Write clearly and informatively.
  - Present information effectively and respond to questions from staff, supervisors, and stakeholders.
2. Technical Skills
  - Proficient in using standard office software and email for communication with officials and stakeholders.
  - Capable of maintaining and effectively utilizing the town’s social media platforms to provide information to the public as required. Includes cross-posting between different programs
  - Skilled in conducting online research and accessing local, state, and federal data to provide information and support decision-making.
3. Innovation and Change Management Skills
  - Ability to multitask and prioritize duties effectively.
  - Demonstrates initiative, creativity, and original thinking to develop innovative solutions and approaches.
  - Presents ideas clearly and ensures understanding by diverse audiences.
  - Adapts to changes in the community and advances in technology, contributing to the evolution of town processes.
4. Customer Service
  - Represents the Town professionally and effectively in all interactions.
  - Provides accurate information and manages challenging situations with tact and diplomacy.
  - Maintains objectivity and openness to differing perspectives.
5. Knowledge of Municipal Government

- Understands the organization, functions, and principles of municipal operations and public administration.

6. Independence and Accountability

- Works independently and takes responsibility for completing tasks and assignments without requiring constant oversight.

**EDUCATION AND EXPERIENCE** - High School Diploma/GED required; additional education, technical training or certification preferred. Minimum of 3 years of job related experience OR equivalent technical training, education or professional experience. Prefer knowledge and familiarity with government procedures or public sector operations. Must be proficient in using standard office software, including Microsoft Office programs. Must have knowledge or experience to navigate Internet and utilize social media and Internet media platforms effectively. and ability to navigate the Internet and internet media sites.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT** – Work is generally performed at a desk or conference room setting. Walking, sitting, standing, bending and reaching is required. Employee must be able to carry file storage boxes and office supplies. Exterior work includes ability to drop off and pick up mail and make bank deposits.

**LICENSES AND OTHER REQUIREMENTS**

- Must possess a valid Maryland Driver’s License
- Must pass a background check and drug test
- Open Meetings Act training will be required

**SALARY - \$25.00 per hour**

**WORK WEEK: 36 hours per week. Monday – Thursday 8:30 a.m. to 4:30 p.m. and Friday 8:30 a.m. to 12:30 p.m. Night meetings may be required.**

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, effort, or working conditions with this position. The Town of Port Deposit is an Equal Opportunity Employer.