


## JOB DESCRIPTION

<p>County of York</p>  <p>Human Resources</p>	<p><b>Executive Administrative Assistant to the County Manager</b></p> <p><b>Status:</b> Full-Time</p> <p><b>FLSA:</b> Exempt (40 hrs. week)</p> <p><b>Salary:</b> \$70,000 - \$80,000</p> <p><b>Reports to:</b> County Manager or designee</p>
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## JOB SUMMARY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

The Executive Administrative Assistant provides high level, confidential, administrative support to the County Manager and senior management in order to ensure that County services are provided in a professional and effective manner.

## SUPERVISION RECEIVED AND EXERCISE

This position works under the direction of the County Manager, who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, policies, and applicable stated and federal laws.

There are no supervisory requirements for this position.

## ESSENTIAL DUTIES

- Adheres to County Government policies and procedures.
- Maintains a positive and respectful attitude.

- Performs duties as workload necessitates.
- Organize and maintain files and records, both electronic and physical.
- Produces information by transcribing, formatting, inputting, editing, copying and transmitting data.
- Assisting the County Manager by reading, researching and routing correspondence; drafting letters and documenting, collecting and analyzing information; and initiating telecommunications.
- Prepare and edit correspondence, reports, presentations, and other documents.
- Assist with project management and follow-up on action items.
- Maintains the County Manager schedule by scheduling appointments, planning and scheduling meetings, conferences, teleconferences, and travel.
- Welcomes guests by greeting them and answering questions or rerouting as necessary.
- Provides assistance to the Board of Commissioners as necessary.
- Serve as liaison between management and internal/external stakeholders.
- Maintains, transcribes and makes available to the public, minutes from the Commissioners' meetings.
- Demonstrates awareness and understanding of the various internal and external cultures that utilize department services.
- Consistently reports to work on time prepared to perform duties of the position.
- Meets County Government productivity and quality standards.
- Maintains appropriate customer relations.
- Perform other general office duties as assigned.

<b>SKILLS &amp; ABILITIES</b>
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**Core Skills**

- Organizational Skills – Ability to manage multiple calendars, meetings, and tasks efficiently.
- Time Management – Prioritizing tasks and meeting tight deadlines with minimal supervision.
- Communication – Strong written and verbal communication for drafting emails, reports, and interacting with stakeholders.
- Attention to Detail – Ensuring accuracy in scheduling, documentation, and correspondence.

**Technical Skills**

- Office Proficiency – Expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Calendar & Email Management – Experience with tools like Google Workspace, Microsoft Outlook, or other scheduling platforms.
- Virtual Meeting Tools – Familiarity with Zoom and Microsoft Teams.
- Document Management – Ability to organize and maintain digital and physical files.

### **Interpersonal Abilities**

- Discretion and Confidentiality -Handling sensitive information with care and professionalism.
- Adaptability – Staying calm and effective in a fast-paced, changing environment.
- Problem-Solving – Anticipating needs and resolving issues proactively.
- Professionalism – Representing the County Manager and the County with poise and courtesy.

### **Strategic Thinking**

- Project Coordination – Supporting or managing projects with timelines and deliverables.
- Decision-Making Support – Providing relevant information and insights to assist executive decisions.
- Resourcefulness – Finding solutions and managing logistics with minimal guidance.

## **MINIMUM EDUCATION, TRAINING & EXPERIENCE**

- High School Diploma or Equivalent required.
- Associate or bachelor's degree in business administration or related field preferred. (Appropriate work experience will be considered in lieu of a degree.)
- Valid Driver's License required.
- Proven experience as an executive assistant or in a similar administrative role.

## **NECESSARY SPECIAL REQUIREMENTS**

- Must be 18 years of age or older.
- Must successfully pass a pre-employment background and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Will require attendance at evening scheduled meetings. (Commissioner's/Budget Committee)

**Environmental Conditions:** While performing duties of this job, the employee regularly works in an office environment. The noise level in the work environment is moderately low. There may be intermittent interruptions from phones, public inquiries, and other staff.

**Physical Conditions:** While performing the duties of this job, the employee is regularly required to sit for extended periods of time. The employee is frequently required to use hands and fingers to utilize a keyboard, file, write and answer phones. They are frequently required to walk, talk and hear. The employee is occasionally required to climb or balance; stoop, kneel or crouch. May be expected to lift and/or move up to 25 pounds.

Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform the essential functions of the job.

<b>SUBMITTAL INSTRUCTIONS</b>
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Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Interested candidates must submit a resume and application with qualifications to:

York County Human Resources

Attn: Linda Hutchins-Corliss

45 Kennebunk Road, Alfred, ME 04002

Or via email: [lmcorliss@yorkcountymaine.gov](mailto:lmcorliss@yorkcountymaine.gov)

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

York County applications can be downloaded from: [yorkcountymaine.gov/careers](http://yorkcountymaine.gov/careers)

**Deadline: This posting will remain open until a qualified applicant is selected.**

**First Review of Resumes will begin on June 2, 2025**

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.