



**CITY OF BREWER**  
Administrative Assistant

The City of Brewer, Maine is seeking to fill the position of Administrative Assistant.

This position is shared between the Water & Planning Departments and is required to split their time providing direct administrative and clerical support. This position has frequent contact with citizens, businesses and city employees, including department heads. As well as occasional contact with elected officials and city board members. Must prepare written communications, including letters and memorandums, reviews and revises the department webpages as necessary, prepare and process water bills for customers, schedule work orders, maintain customer accounts and receive and review applications for planning board meetings.

The successful applicant must be flexible, highly organized, and responsible with strong initiative. Must possess solid written and verbal communication skills, as well as superior computer skills. This position also must be able to maintain confidentiality on a variety of sensitive matters.

Preferred candidates will possess a two-year college degree with five years of proven work experience in either the public or private sector. A combination of education and work experience may be considered for the right candidate.

This is a full-time position with a competitive pay and benefit package. For a complete job description or other related information please email: [jsmith@brewermaine.gov](mailto:jsmith@brewermaine.gov).

This position remains open until filled. To apply, a cover letter, resume, and references should be received by October 10, 2014:

City of Brewer  
Attn: James L. Smith, Assistant City Manager  
**"Administrative Assistant Search"**  
80 North Main Street  
Brewer, ME 04412

Equal Opportunity Employer