

Executive Secretary

This non-exempt position is secretarial and administrative in class, responsible for varied clerical, secretarial and organizational work serving as the administrative assistant to the Town Manager and may require carrying out special assignments as necessary. Work may be of a confidential nature and is performed under the supervision of the Town Manager. Work also involves considerable public contact to process varied payments and requests to the town, screening calls with independent decision making in the disposition of routine matters and in receiving complaints or providing public record information. Applicant must have ability to work independently with assignments from general or written instructions. Employee should have familiarity with the organizational and operating characteristics of the Town of Mexico. Position requires strong computer skills (to include Microsoft Office products) and ability to interact with the public. Working knowledge of TRIO-Web is preferred.

Hours of Work: Weekly: 32 hours with additional hours for Select Board meetings. Normal daily hours are 8AM to 4PM. Extended days on the first and third Tuesday to take minutes at Select Board meetings (start time: 6:30 PM). Hours for meeting(s) are banked towards compensatory time which may be used for time off with advanced notice.

Normal Days of Work: Tuesday through Friday

Hours of Work: 8AM to 4PM (may assist with extended office hours on Wednesday afternoons)

Details of this position may be obtained prior to submitting resume by contacting the town office at 207-364-7971, extension 5.

Closing date for this position is February 27, 2026, by 4PM

Please submit a resume by email or mail to:

Email: townmanager@mexicomaine.net and/or esecretary@mexicomaine.net

Mail: Town Manager, 134 Main Street, Mexico Maine 04257

