



# HOMETOWN CAREERS

FIND YOUR FUTURE IN  
MAINE'S TOWNS AND CITIES

[MAINEHOMETOWNCAREERS.ORG](http://MAINEHOMETOWNCAREERS.ORG)



## WHAT'S THAT JOB?!

### GENERAL ASSISTANCE ADMINISTRATOR

**Nature of the work:** This is a key customer-service position where the employee meets with, interviews and makes recommendations about people who seek public assistance.

**Reports to:** GA Manager, Finance Director or Town or City Manager

**Skills required:** Three key skills are the abilities to work independently, with patience and to maintain strict confidentiality. Strong working knowledge of state statutes and state and local GA guidelines is important.

**Qualifications:** A college degree in social work, public administration or career experience equivalent may be preferred. GA training is important, but often comes with time in the job. GA rules change regularly; ongoing training is expected.

**Physical demands:** The ability to hear, see, walk and talk, along with decent keyboarding skills. The workplace is moderately quiet.

**Municipal perspective:** Larger municipalities have full-time GA officers but many mid-size and smaller communities combine this position with other duties.

---

IF GENERAL ASSISTANCE ADMINISTRATOR  
SOUNDS LIKE A CAREER FOR YOU, CONTACT  
YOUR LOCAL TOWN OR CITY ABOUT  
CURRENT JOB OPENINGS, TODAY!