



## Town of Otisfield

403 State Route 121 Otisfield, ME 04270 - 6274

Phone: 207.539.2664 Fax: 207.539.2246

### BOARD OF SELECTMEN

#### **NATURE OF WORK:**

Under a town meeting form of government, the duty of the municipal officers is to “execute” the will of the people as expressed legislatively at a Town meeting. The municipal officers (Board of Selectmen) represent the executive branch of the municipal government.

The Board of Selectmen (BOS) is an elected body consisting of three members who hold three-year staggered terms. Under State law, there is no difference between the first, second, and third selectman. One Selectman and the Board Chair is elected at the annual Town Meeting.

The BOS ultimately has fiduciary responsibility for several broad areas of corporate management: Management of municipal finances; protection of the health, safety and welfare of the residents; management of public property and personnel; negotiation, authorization and management of contracts and relations with Federal, State and local agencies, other municipalities and the public; oversight of the development and implementation of the Comprehensive Plan; ensurance of Town compliance with all State and Federal regulations and local ordinances; protection of the Town from liability. They serve as overseers of the poor and the Board of Assessors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Duties include but are not limited to:

- \* Serve as the Board of assessors.
- \* Oversee the poor and administer General Assistance.
- \* Establish funding recommendations and the mil rate for the Town budget in conjunction with the Finance Committee.
- \* Monitor expenditures by approving warranty invoices and reviewing financial statements.
- \* Supervise record keeping, asset maintenance and investments.
- \* Oversee the administration of public safety systems such as fire and rescue, emergency management, public health, safety and welfare, and animal control.
- \* Oversee the operation of the Town Office, Transfer Station, Town Garage and Solid Waste Disposal.
- \* Establish and oversee committees as needed.
- \* Appoint members to boards and committees.
- \* Work with department heads, officers, boards, committees and the Road Commissioner on relevant matters.

- \* Apply environmental and land use regulations.
- \* Oversee the administration of licensing and permitting procedures.
- \* Plan the management and maintenance of roads, town buildings, parks, beaches, cemeteries, parking areas, forested lands, lease holdings, equipment and other properties.
- \* Manage Human Resources to include hiring, personnel assignments, compensation, payroll, employee benefit planning, performance evaluation, dispute or grievance management, discipline and discharge, and labor negotiations.
- \* Manage contracts and relations with Federal, State and local agencies, School Administrative District 17 (SAD17), other municipalities and the public.
- \* Oversee the development of the Comprehensive Plan.
- \* Develop Town policies as required.
- \* Ensure Town compliance with all State and Federal regulations and local ordinances.
- \* Oversee protection of Town natural resources.
- \* Interface with the Town legal representatives and the Maine Municipal Association (MMA ) as needed to provide protection of the Town from liability.
- \* Approve articles for the warrant for the annual and special town meetings.
- \* Hold town meetings.
- \* Hold Selectmen meetings including executive sessions.

#### **REQUIREMENTS OF WORK:**

- \* Ability to rapidly acquire and assimilate duties, responsibilities and skills imperative to the position.
- \* Ability to organize work and establish priorities
- \* Ability to provide leadership, counsel, motivation and inspire confidence.
- \* Must have proven interpersonal skills to include listening and communicating effectively and the ability to resolve conflicts and achieve goals.
- \* Ability to lead and command effectively in emergency situations.
- \* Ability to establish and maintain effective working relationships with employees, department heads, volunteers, as well as officials from other towns of the State, news media and the general public.
- \* Must have the commitment, time, and overall knowledge of Town, County and State government operations to be able to address the complexities of the position.
- \* Must be available to listen to, meet with, and respond to the needs of the townspeople in a timely manner.
- \* Ability to manage job related stress.
- \* Ability to exercise discretion, tact and diplomacy at all times.
- \* Commitment to protect the confidentiality of the citizenry.
- \* Ability to operate computers.
- \* Ability to be available by phone or in person as essential duties dictate.

#### **TRAINING AND EXPERIENCE REQUIRED:**

There is no particular level of education or experience required to qualify as a municipal officer.

**NECESSARY SPECIAL REQUIREMENTS:**

- \* Must be a U.S. citizen.
- \* Must be a legal resident and registered voter of the municipality.
- \* Must be at least 18 years old.
- \* Must have means of transportation.

Source: Much of the language of this description is taken directly from the Maine Municipal Association Manual.

**ADOPTED: June 4, 2014**

**TAFT**