



Town of Otisfield  
409 State Route 121 Otisfield, ME 04470 - 6274  
Phone: 207.539.2664 Fax: 207.539.2246

## **TOWN SECRETARY**

### **Nature of Work:**

This position provides clerical and administrative support to various Town Boards and Committees as appointed by the Board of Selectmen (BOS). The Town Secretary attends specified board meetings, prepares agendas and relevant materials, takes minutes, and provides related follow-up and support services including correspondence and reports.

This position requires accuracy, timeliness and considerable initiative and independence following established policies and procedures. Certain tasks are performed routinely; others may be done less often or when necessary. Work is subject to review primarily through observation and evaluation of results.

Most duties involve the use of computers and a variety of software as well as other standard office equipment.

The Town Secretary is appointed by, responsible to, and takes direction from the BOS.

### **Essential Duties and Responsibilities:**

Duties include but are not limited to:

- Serving the BOS, the Planning Board, the Board of Appeals, the Ordinance and Policy Review Committee and other committees as directed by the BOS.
- Preparing and posting announcements of those meetings, including in the newspapers, consistent with legal requirements.
- Preparing, posting, and distributing agendas in concert with the chairperson of the boards or committees.

- Notifying members of upcoming meetings, site walks, and/or public hearings.
- Notifying, in writing, any property abutters of meetings when required.
- Requesting, collecting, and reproducing materials and information in preparation for agenda items and ensuring that copies of requisite materials are supplied in a timely manner.
- Contacting an applicant or person appearing before a board via email, telephone, or mail.
- Attending meetings, most of which are in the evenings, and recording minutes.
- Preparing minutes for distribution, approval, and posting.
- Filing required documents with the County Registry of Deeds and any other State agencies.
- Preparing letters of approval/non-approval for the chairperson's signature when necessary.
- Maintaining records and files.
- Communicating with applicants, public officials, Town officials, and other persons directly or by telephone and in writing, assisting them as needed.
- Maintaining current board and committee membership records including contact information and terms of appointment.
- Assisting the Code Enforcement Officer as needed.
- Maintaining close communication with the Board of Selectmen at all times.

**Requirements of Work:**

- Proficiency in the use of computers, various software, and office equipment.
- Ability to create business documents.
- Ability to communicate effectively verbally and in writing.

- Ability to maintain records and assemble and organize data.
- Ability to be flexible in performing varied tasks and taking multiple directions.
- Ability to learn quickly and work with minimal supervision.
- Ability to organize work and set priorities.
- Ability to establish and maintain effective working relationships with Otisfield officials, employees, and department heads.
- Ability to deal courteously with the public using tact and resourcefulness in meeting new situations.
- Ability to manage job related stress.
- Ability to exercise discretion, tact, and diplomacy at all times.
- Commitment to protect the confidentiality of the citizenry.

**Training and Experience Required:**

- Must hold a high school diploma or General Equivalency Diploma (GED) or documentation of successful completion of a home schooling program.
- Experience in secretarial and administrative work of a progressively responsible nature, or an equivalent combination of experience and training.

**Necessary Special Requirements:**

- Must be 18 years of age.
- Must be able to work evenings.
- Must be accessible via email and cell phone.
- Must be authorized to work in the United States.

**ADOPTED: March 7, 2012**

**TAFT**