



ASSISTANT TO THE BOARD OF SELECTMEN

Nature of Work:

This is a responsible, professional, administrative position assisting the Board of Selectmen (BOS) to manage the affairs of the town of Otisfield in keeping with town ordinances and policies and the laws of the State of Maine and of the United States. Work involves responsibility for personnel administration, administering the compensation plan and personnel policies and regulations; being a liaison to department heads, the general public, businesses, civic groups, and state and federal agencies; developing administrative procedures and insuring adherence to same.

The Assistant is responsible for preparing the Town Meeting Warrant and the Town Report; identifying the service and policy needs of the community and bringing them to the attention of the BOS. This employee is charged with the maintenance of sound positive public relations between the town and its citizens, other government agencies and various boards and commissions.

Work requires accuracy, initiative and independent judgment and is performed with considerable independence following established policies and procedures, subject to review through observation, reports and audits.

The Assistant to the Selectmen acts as the team leader for the Town Office Staff, oversees the activities of the beach personnel, the Transfer Station Attendant, the Recreation Director and the Sexton in addition to serving as the General Assistance Officer, the Website Manager and as the Warden at all elections.

The Assistant to the Selectmen is appointed by and is directly responsible to the BOS and shall perform those duties as may be directed by the Board.

Essential Duties and Responsibilities:

Duties include but are not limited to:

Support to the Board of Selectmen

- Carrying out the directives of the Board of Selectmen.
- Attending meetings and conventions on behalf of the BOS and the Town as requested.
- Attending meetings of the BOS, preparing agendas, providing supporting documents and information pertinent to agenda items and implementing decisions and actions as directed.
- Acting as liaison between Selectmen and Treasurer, e.g. liens and foreclosures.
- Filling out forms, surveys and reports for BOS's review or completing them independently as directed by the BOS.
- Researching and collecting information at the request of the BOS.
- Identifying policy, service and program needs and issues, and bringing them to the attention of the BOS for action and implementation as directed.
- Processing concealed weapon permit requests; completing criminal checks through the State Police and mental health checks through the State Mental Health facilities and once approved submitting the form to the BOS for issuance of the permit.
- Developing various grant applications as requested.
- Preparing all Heniger Park lease assignments, transfers and extensions as directed by the BOS.

Working With Other Organizations/Authorities

- Working directly with the Road Commissioner and the Emergency Management Director to complete FEMA paperwork, submitting and reviewing with proper authorities for various disasters.
- Completing and submitting yearly solid waste reports to the State including renewal of licenses for all facilities.
- Recording random drug and alcohol tests for employees who hold a commercial drivers license (CDL) when they are randomly selected for testing.

- Serving as Addressing Officer; receiving applications for addresses from new residents, measuring distances between driveways, obtaining approval for new road names from the BOS, updating mapping on the road charts for Emergency 911, notifying the post office for mailbox numbers and notifying emergency organizations; updating computer information for assigning new house numbers and acting as liaison between the town and the current telecommunications provider.
- Maintaining a liaison with and making speeches to local civic organizations on behalf of the Town as directed.
- Maintaining a liaison with state, local and federal agencies as appropriate.
- Acting as a liaison between the BOS and the Town Office Staff.

General Responsibilities

- Assisting in training of new Town Clerks and clerical staff.

Interacting with numerous municipal committees as needed.

Working closely with the Finance Committee, department heads and contractual services with budget requests.

Preparing the Town Office budget.

Maintaining constant contact with the public by handling suggestions, processing complaints and information requests and setting up meetings with the parties concerned when appropriate.

Receiving and triaging mail.

Answering letters and requests for information as needed.

Updating yearly insurance reports for all town policies and preparing budget request concerning insurance.

Doing postings and submitting advertising within required time limits.

Preparing all bulk mailings concerning town business.

Developing and maintaining a list of fixed assets for the town to include buildings, building contents and infrastructure including roads.

Organizing and preparing for Town Meeting and special town meetings including preparing warrants.

Serving as the Warden being available during polling hours at all elections.

Organizing and printing the Town Report.

Attending training sessions, workshops or seminars as deemed appropriate.

Human Relations Functions

- Validating residency status and completing criminal background checks on all new employees.
- Training, scheduling, overseeing and evaluating beach personnel.
- Orienting and providing new employees with essential information including the Employee Handbook.
- Obtaining federal and state withholding forms and enrolling employees in various benefit programs.
- Submitting all insurance claims including first injury report for Workers' Compensation, health and short term disability and liability for all town employees.
- Maintaining accident/injury records and filing with OSHA annually and as needed.
- Serving as liaison between Town employees and the Maine State Retirement System.

Financial Functions

- Working with the Treasurer and the BOS in making investments.
- Working closely with the Treasurer to maintain integrity of the financial system.
- Assisting the Treasurer in monitoring the cash flow.
- Setting up all budgetary accounts and entering all data into computer.
- Tracking revenues and expenditures by department.
- Running monthly status and histories for department heads.
- Preparing quarterly reports of town's revenues, expenditures and trial balances.
- Completing payroll for all employees.
- Posting payroll expenditures to the appropriate accounts.
- Completing monthly Maine State Retirement System (MSRS) payroll detail and payroll summary reports.
- Completing W-2 and 1099 forms annually.
- Completing monthly and quarterly state and federal tax reports and unemployment comp

Purchasing Agent Functions

- Serving as Town Purchasing Agent; comparison shopping, reporting to the BOS and completing all purchasing.

Developing bid proposals.

Setting up a complete vendor inventory list and entering it into the database.

Assessing Agent Functions

- Assisting the Town's Assessing Agent and the Board of Assessors to coordinate yearly assessing changes and updates with deeds, tax declarations and building permit changes.
- Recording property transfers in the valuation book, updating cards and the database with all changes.
- Compiling supplemental tax warrants with documentation for the BOS.
- Receiving abatement requests, explaining the procedure to any individual; sending the requests to the assessor with documentation, and reporting back to the BOS with the Assessors recommendation; updating the data base.
- Helping citizens prepare Tree Growth, Open Space, Homestead and Veterans Applications and answering questions or directing them to the correct agency.

General Assistance

- Posting a notice visible at all times at the place where General Assistance (GA) applications are taken indicating that the town has a GA program, the normal hours to apply for GA, the name of the municipal official to contact at any time to apply for emergency GA, and the Special Services Unit of the Department of Human Services (DHS) toll-free telephone number.
- Allowing absolutely anyone to apply for GA in writing either during the established GA business hours or any other time in emergency situations. There is absolutely no defense for wrongfully denying someone the opportunity to apply.
- Responding to every GA application within 24 hours of the receipt of an application by determining eligibility or ineligibility and providing the necessary assistance to eligible persons.
- Informing the applicant at the time the town's decision is rendered of their right to complain about the town's decision to DHS or to appeal the town's decision to the local fair hearing authority. The appeal process is triggered when the applicant requests such an appeal within five or in some circumstances, ten working days of the GA decision.
- Referring clients to a Fair Hearing Authority (FHA) to hear and decide on local general assistance appeals.
- Submitting reimbursement requests to DHS by the required deadline.

Requirements of Work:

- Thorough knowledge of municipal management, municipal government programs, municipal financial management, accounting procedures, budgeting and investments.
- Thorough knowledge of election laws and procedures.

Ability to rapidly acquire and assimilate knowledge of the provisions of Town ordinances and State and Federal regulations relating town government.

Working knowledge of principles of personnel administration.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to organize and use time effectively and to be creative and analytical.

Ability to be resourceful, to think critically when there is a glitch, and be able to correct the problem.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.

Ability to maintain positive internal relations by overseeing and motivating staff.

Ability to establish and maintain effective working relationships with other Otisfield officials, employees, and department heads as well as officials from other towns and State and Federal agencies.

Ability to be compassionate and respectful to all, in person and on the phone.

Ability to use modern office equipment such as calculators, photocopiers, and fax machines.

Proficiency in the use of computers and software programs used in the Town.

Ability to manage the Town of Otisfield Website.

- Thorough knowledge of the Right to Know laws.
- Ability to exercise discretion, tact and diplomacy at all times.

- Ability to manage job related stress.
- Commitment to protect the confidentiality of the citizenry.

Training and Experience Required:

Graduation from an accredited college with a degree in public administration or related field, supplemented by considerable experience in a responsible managerial position, preferably in municipal government, business administration, and public relations or any equivalent combination of experience and training.

Necessary Special Requirements:

- Must be 18 years of age.
- Must be a resident of the State of Maine or become one within one year of assuming the position.
- Must be bonded prior to receiving any money.

ADOPTED: August 5, 2009
TAFT