Strategic Planning: Report on Departments

Board of Selectmen/Administration

Included:

- Vision and Mission Statements of the Town
- Mission, Functions, Goals, of the Department
- Organizational Chart
- Job Descriptions
BOARD OF SELECTMEN/ADMINISTRATION

Mission:

The mission of the Board of Selectmen is to properly, responsibly and fiscally represent the townspeople.

Basic Functions of the Department:

- Licensing & Permitting
  - Liquor Licenses
  - Class I, II and III Licenses
  - Garage Repair Licenses
  - Common Victualler Licenses
  - Public Amusement Licenses
  - Public Entertainment Licenses
  - Antique Store Licenses
  - Transient Vendors/Hawkers & Peddlers
  - Road Cut/Trench Permits
  - Process applicable fees for licenses and permits
  - Parking Clerk duties
- Personnel
  - Appointing Authority for employees and non-elected boards and commissions
  - Union Contract Negotiations
  - Hold grievance hearings
  - CORI background screening
  - Workers’ Compensation and Report of Injury processing
- Procurement
- Insurance Administration (people and property)
- Town Planning
  - Transportation projects and traffic studies
  - Governing policies
- Works in conjunction with all other Town Departments to operate the Town
- Works in conjunction with county, state and federal government officials to operate the Town
- Compile and publish the Town Report and Budget Recommendations annually
- Organize Selectmen’s Meetings and Town Meeting
- Maintain the Town’s competitiveness
  - Quality public services
  - Attracting businesses
- Receive and respond to resident and business complaints, questions or concerns

Immediate goals:

- Renovate Town Hall for more professional appearance
- Increase the tax base by 5% annually
- Allocate funding to a Rainy Day Fund
- Continue to make electronic applications available for licensees
- Provide recording capabilities for more board and committee meetings
Future goals:
- Departmental budgets, Town Reports, and Strategic Planning Departmental Reports posted on their respective websites
- Revise and update Zoning By-Laws (especially for renewable energy)
- Develop an updated Master Plan
- Increase communications ability with more sophisticated technology for remote participation

Recommendations for Change and/or Restructuring of Department:
- More authority for Administrator over Department Heads
- Extra storage space for record keeping (not in the basement)

Additional services:
- Since state changes disallowed the Town Clerk’s office to continue processing Passports, the Town has lost this revenue. This office could take over that responsibility, if feasible.
BOARD OF SELECTMEN/ADMINISTRATION

NOTES

The Administrator, Confidential Secretary and Assistant Confidential Secretary are appointed by the Board of Selectmen and each negotiates contracts with them.

None of the employees in this Department fall under the confines and agreements made between the Town and the Clerical Union or any other Union. Seniority, longevity, sick time, personal and vacation days, and other benefits are granted commensurate with the union contracts. Benefits, salary and additional days off can be negotiated with the Board of Selectmen, but pay increases are usually aligned with that of Department Heads or the Clerical Union.

For working more hours than the expected 35 hours a week, employees are able to accumulate compensatory time at a rate of the time spent plus one half. Excluded from this is time spent during Selectmen meetings for the Confidential Secretary. To compensate for the hours spent during that time, the Confidential Secretary leaves at 4:00 p.m. on Wednesdays.

Selectmen are paid a stipend for their duties as well as a biannual travel stipend.

Selectmen leadership is voted on each year after the Annual Town Election in April. At this time, various Selectmen signatory duties are assigned, such as the Parking Clerk or Road Cut Permit signatory. Selectmen operate under the Rules of Order of the Board of Selectmen.
RULES OF ORDER OF THE BOARD OF SELECTMEN
TOWN OF WEST BRIDGEWATER

1. The Board will regularly assemble on the first and third Tuesday of each month in the
Selectmen’s office.

2. The Clerk, in the absence of the Chairman, shall be Acting Chairman of the Selectmen.
It shall be the duty of the Acting Chairman to assume all the duties of Chairman.

3. The Chair shall preserve decorum and order. The Chair shall distinctly put all questions
and decide all votes.

4. Any Selectmen desiring to speak shall address the Chair; and after his right to speak has
been recognized, he shall not be interrupted while speaking except by a call to order. He
shall confine his remarks to the question under debate and shall avoid personalities.

5. No Selectman shall speak more than once on the same questions until all other members
desiring to speak thereon shall have done so. There shall be no conservation among the
members while a member is speaking, while a roll call is being taken, while any paper is
being read or while a question is being stated by the Chair.

6. The Chair shall enforce order and decorum among persons in the Selectmen’s chamber.
No persons other than the members of the Board, Administrator, Town Counsel or Town
officer shall be allowed to address the Board without first seeking permission from the
Chair to speak relative to the matter up for discussion at that time.

7. Unless stated elsewhere in these rules, the Board of Selectmen hereby adopts “Robert’s
Rules of Order” as the authority on all matters pertaining to rules of order not covered
herein.

8. The order of business at every regular scheduled meeting of the Board shall be as follows:

a. Call to order.
b. Approval of minutes from previous meetings.
c. Approval of warrants.
d. Time scheduled hearings or agenda items as they are scheduled.
e. Street openings/curb cuts for review.
f. Licenses and permits to be issued at scheduled time.
g. Appointments and resignations.
h. Award of Bids.
i. Communications and reports from other Town officers, boards,
   commissions.
j. Review of all correspondence from the public to determine a course of
   action.
k. Unfinished business of previous meetings.

l. New business.

m. Communication from the Administrator.

n. Adjourn/Executive Session (with Roll Call vote).

9. No motion to adjourn shall be in order until the regular order of business is dispensed with, and then said motion to adjourn shall become a privileged motion and shall be non-debatable.

10. Every item for inclusion on the docket must be approved by the Chairman of the Board of Selectmen and submitted in writing to the Board’s Confidential Secretary by 4:00 PM on Thursday before said meeting. All relevant documentation for review by Selectmen regarding the agenda item must also be received by the 4:00 PM deadline so that Selectmen will have time to review prior to the scheduled meeting. New business proposed for discussion by Selectmen must also be received by 4:00 PM Thursday preceding the meeting date and documentation included if relevant. At the Chair’s discretion any item on the agenda may be added or deleted.

11. The Board’s Confidential Secretary shall prepare and cause to be printed for the information of the members of the Board an agenda on which there will be a definite statement or summary of all matters to be considered at each meeting of the Board. The Confidential Secretary shall maintain a record of all business acted upon by the Board.

12. The Board of Selectmen shall serve as a committee of the whole to investigate all matters referred to it. In accordance with the Open Meeting Law, the Board shall also function in Executive Session. If, in the opinion of the majority, a sub-committee is needed for in-depth investigation, the Board shall appoint members thereto and serve as an ex-officio on all such committees.

13. The foregoing rules shall be altered, amended, suspended or repealed by a majority vote of the Board of Selectmen.

14. Any Selectmen who expects to be absent from a regular or special board meeting shall notify the Administrator a minimum of three hours prior to meeting time by the telephone or in person, if possible. If an individual Selectman gives notice that he/she will be late for the start of any meeting, at the Chair’s discretion, or by majority vote, the meeting start will be delayed up to fifteen (15) minutes notwithstanding a scheduled public meeting.

15. Any meeting, public hearing or special session of the Board will recess no later than 11:00 PM unless there is a unanimous vote of the Board to extend the time.

16. A time limit of debate on any issue may be established by the Chair prior to opening the matter up for public discussion.
17. Interested persons may address the Selectmen if they appear properly on the agenda or by an invitation of a majority of the Selectmen present. Should any person have documentation which they would like to read, and said documentation has not first been perused by the Selectmen at the close of the agenda, then the Chair shall deem said submitted document exempt from the disclosure requirements specified under the Open Meeting Law, or any other applicable law, by-law or statute, and the Chair may then withhold said document from the public record pending further review by Town Counsel.

18. No Selectman shall serve as Chair for two consecutive years unless unanimously voted by members of the Board.

19. As voted on September 22, 2006 and reaffirmed on June 7, 2011, any member of the Board of Selectmen shall be issued a key to any and all buildings under the jurisdiction of the Board if any members wish to have a key.

20. To maintain order for the operations, facilities and property under the jurisdiction of the Board, in the event that an activity of normal occurrence comes before the Board which needs approval before the Board is scheduled to meet, the Chairman shall be authorized to issue an executive order of approval provided that the subject nature of such activity is communicated immediately to the other two Selectmen and such action is posted on the agenda for the next available meeting for acknowledgement.

21. So that special requests may be accommodated efficiently and in a manner consistent with responsible oversight, various Selectmen may be assigned power of approval for certain Board functions, i.e. signatory of septic system plans, transfer station waiver requests, road opening permits, and yearly goods, services and supply contracts. Such tasks will be assigned at the annual reorganization of the Board of Selectmen as soon after the annual town election as possible.

Voted on and adopted at the Board of Selectmen meeting of December 20, 2011.

Jerry D. Lawrence, Chairman

Nancy J. Maloney, Clerk

Eldon F. Moreira, Member
Position: Administrator
Department: Board of Selectmen, Town of West Bridgewater
Appointing Authority: Board of Selectmen
Reports to: Board of Selectmen
Works under the direction of: Board of Selectmen
Salary: DOQ
Hours a week:

Scope of Position:
Responsible for the effective operation of the town departments under the direction of the Board of Selectmen; carries out the assignments and policies of the Board; acts as liaison officer between the Board, heads of Town departments, and all other Boards and Commissions not under the jurisdiction of the Board of Selectmen; serves as Public Relations Officer, processing inquiries and complaints from the public; and keeps the Board informed on matters of financial and administrative concern.

Relationships:
Constant contact with the Board of Selectmen, Department Heads, Town Officers, Town Employees, committees and the public.

Qualifications and Experience:

Education:
- Bachelor's degree in public administration, business administration or other related field; master's degree in public administration preferred. Candidate must be capable of interacting with the public, and possess good communication skills.

Experience:
- One to three years experience in municipal government in a similar position of responsibility.

Duties/Responsibilities:
- Will perform the functions of Chief Administrative Officer for the Board of Selectmen and will be responsible for carrying out the assignments and policies of the Board.
• Acts as liaison officer between the Board and the heads of other town departments.

• Investigates and makes recommendations for long-range programs to the Board.

• Serves as Public Relations Officer, processing inquiries and complaints from the public.

• Keeps the Board informed on matters of financial and administrative concern, and seeks monies from regional, state and federal sources.

• Assists department heads under the control of the Board in the preparation of budgets, and provides the same assistance to other Town departments, if needed.

• Supervises and prepares Warrant articles and motions for Town Meetings.

• Provides during normal turnover of elected offices, the continuity needed for long-range planning.

• Relieves Selectmen from the maze of administrative detail, giving them time to devote to the major problems of policy development and long-range planning.

• Represents the Board at hearings at the local, county, and state level, as directed by the Board of Selectmen.

• Assists in the preparation of meeting agendas and provides follow-up action.

• Supervises maintenance and repair of buildings and equipment under Board control though primary responsibility for repairs rests with the Inspector of Buildings.

• Insurance Administrator for all liability, commercial and fleet insurance policies. Secures bids for various policies when needed and interacts with respective agents for policies. Annually and quarterly calculates proportionate share of premiums for the three major departments: school, town and water. Yearly reconciles the fleet listing with the Highway & Vehicle Maintenance Superintendent to ascertain that all currently operating vehicles and equipment are properly insured and disposed of equipment has been stricken from the roles. Processes claims made against the policies.

• Workers Compensation Insurance Administrator handling all town-side claims with Insurance adjuster.

• Yearly Budget coordinator from the inception of the process to the presentation of a draft proposal for the BOS, to following through with the Finance Committee in the tabulating of their recommendations for preparation for printing of the Annual Finance Committee Recommendations. Distributes budget preparation material to all departments, coordinates their return and schedules departmental presentations before the Selectmen and the Finance Committee.
- Calculates End-of-Year transfers authorized by MGL by coordinating such information with the Town Accountant at the close of the year and then reporting to both the Selectmen and the Finance committee for approval of such end-of-year transfers.

- Finance Committee liaison. Oversees preparation of all agenda and meeting packets for Finance Committee.

- Participates in the Southeastern Regional Services Group. Currently serves as Vice Chairman.

- Capital Budget coordinator and chairman of the Capital Budget Committee.

- Personnel Director for matters involving developing job descriptions, hiring procedures, compensation calculations.

- Town Counsel liaison for all legal matters involving the Town, even when some cases may be covered by the insurance policies carried by the Town.

- FEMA Administrator.

- Labor negotiator together with Town Counsel and selected Selectman for four unions under jurisdiction of the Selectmen.

- Fiscal administrator akin to a Finance Director for the Town. Reviews monthly budget reports to discern areas of financial concern.

- Chief Procurement Officer under MGL 30B. Also serves that purpose for many of the construction projects tackled by Town Departments with assistance of the Municipal Building Needs Committee and other Boards and Commissions depending on the scope of the project to be undertaken. In many cases, processes all bills required in such projects.

- Prevailing Wage overseer.

- Education Reform Fiscal Administrator. Calculates the Net School Spending amounts annually for the School and the Town during budget season and when School files Schedule 19 in September.

- Overseer of Street Acceptance: policies and procedures involved with “Laying out” a street, to placing it on warrant for Town Meeting, to public hearing, to follow-up filings after Town Meeting acceptance.

- Prepares the annual RECAP sheet together with the Town Accountant and the Assessors when the tax rate is set in Nov-Dec.
- Orchestrates yearly Performance Evaluation process for Selectmen for their department heads and non-union employees with contracts. Drafts all contracts and amendments for these individuals.

- Serves as Secretary to the Town’s TIF (Tax Increment Financing) Board. And liaison to the parties to a TIF proposal to the Town.

- Serves as appointed representative on committees at the request of the Board of Selectmen.

- Performs other duties as assigned by the Selectmen.

**Job Environment:**

Most work will be performed under typical office conditions with minimal exposure to risk or injury, requiring little physical exertion beyond the lifting of normal office equipment and books, files and paper. Work requires use of word processing and computer equipment for most of normal workday.

Must be able to operate computer equipment and standard office equipment such as copiers, calculators, fax machines.

Attention to detail is a requisite because errors in job performance could result in delay and confusion, have monetary and/or legal repercussions and cause adverse public relations.

The essential functions or duties listed herein are intended only as illustrations of the various types of work that may be performed at the direction of the Board. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Physical Requirements:**

Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort required for filing, etc. Frequently required to stoop, bend and reach. Physical agility required to access all areas of Town Hall. May spend several hours walking, standing or sitting.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*
Position: Confidential Secretary to the Board of Selectmen

Department: Board of Selectmen

Appointing Authority: Board of Selectmen

Reports to: Administrator/Board of Selectmen

Works under the direction of: Administrator

Salary: $24 - $28/hour -- DOQ

Hours a week: 35 hours a week; at least two evening meetings a month

Qualifications and Experience:

Education
- Minimum High school diploma with professional level skills in bookkeeping, shorthand, typing, computer literacy in Microsoft Office, Excel and data management programs.

Experience
- Five years minimum experience in responsible administrative, clerical and office management position. Municipal experience preferred.
- Demonstrated ability of assisting the public, assuming responsibility, meeting deadlines, and working independently.
- Demonstrated ability in dealing with the public at all levels and ability to present a positive and friendly attitude to all.
- Demonstrated ability to maintain and work with a variety of office machines and equipment.
- Demonstrated ability to write and type clear correspondence accurately, representing positions of Board of Selectmen and Administrator. Ability to disseminate information and directives of the Board and the Administrator.
- Demonstrated ability in proficient spelling, typing and note taking. Shorthand preferred for taking minutes of meetings and transcribing for passage at subsequent meetings.
- Demonstrated knowledge of licensing procedures under Board of Selectmen: including Alcoholic Beverages Licenses; Automobile Dealers, Common Victualers, Automatic Amusement Devises, Auctioneers, etc. Requires ability to read and interpret Massachusetts General Laws regarding these licensing procedures. These duties will be shared by the Assistant Confidential Secretary with each able to perform the licensing procedures in the absence of the other.
- Demonstrated knowledge of Road Opening Permit process as approved by Board of Selectmen.
• Demonstrated familiarity with Civil Service procedures and Forms.
• Bookkeeping skills to handle budgets under Board of Selectmen jurisdiction and account for receipts of Selectmen’s office.

Duties/Responsibilities

• Answers directly to the Administrator and the three Selectmen.
• Must sign a confidentiality agreement with the Board of Selectmen which outlines the confidential requirements of the position.
• Organizes, coordinates and prepares agendas for all Selectmen meetings (at least two a month.) under the direction of the Administrator. Accumulates and dispenses packets of information for each Selectman, Administrator and the press for each agenda. May delegate responsibility to the Assistant Confidential Secretary.
• Attends all Selectmen’s meetings including Executive Session meetings. Takes notes in shorthand. Prepares minutes for all such meetings and Public Hearings in a prescribed format.
• Prepares Warrants for Annual and Special Town Meetings at the direction of the Administrator. Sees to the scheduling of the meeting site, and proper posting of the meeting notices with the Town Clerk. Coordinates all aspects of a Town Meeting from preparing packets for warrant article readers, distributing them at the meeting, organizing the table set-ups for the stage; etc.
• Prepares the weekly payroll for the Selectmen’s office and processes all bills for Selectmen’s approval.
• Collects and processes all fees, fines and licenses renewal funds received annually in the selectmen’s office. Prepares proper receipt for submission to Treasurer and inputs same into General Ledger for Accounting purposes.
• Administers responsibilities of position of Parking Clerk at direction of the Selectman Parking Clerk.
• Assists with the answering and redirecting of incoming telephone calls.
• If asked, maintains all Selectmen’s and Administrator’s appointment books and does necessary background preparation for each appointment.
• Creates and prepares correspondence, licenses, vendor payments for Selectmen’s signatures. This office issues, renews and reviews approximately 200 licenses and permits annually.
• Maintains a rapport with the Civil Service Commission’s Town representative to track all Civil Service Appointments and a similar rapport with the ABCC licensing bureau to track Alcoholic license approvals.
• Conducts CORI background checks for all licensing matters, employment hires and attends CORI trainings when held.
• Drafts proclamations/letters of recognition/citations for Selectmen when required. Coordinates appearance of those to be honored at Selectmen meetings.
• Coordinates Cable televising of Selectmen meetings and town meetings.
• Maintains filing of records, including office files, personnel files, maps, graphs, legal material for Board of Selectmen, Administrator and all official minutes of all meetings. Sends minutes out for binding when enough have accumulated.
• Keeps labor contract updated as revisions are made and assists negotiating team with information research and fact finding as needed.

Confidential Secretary – Board of Selectmen  

September 2008
• Receives, dates and distributes mail for Selectmen and Administrator.
• Maintains list of all Selectmen appointments; sending out appointment letters to all following appointments and coordinating list with Town Clerk for Town Report listing.
• Oversees use and servicing of all office machines under jurisdiction of Board of Selectmen and administrator, including copier, fax machine, typewriters and computer equipment.
• Oversees compilation of 40-page Finance Committee handbook with Administrator.
• Collects, correlates, proofreads and assembles annual Town Report and creates a printer ready copy for publication. Negotiates price for publication for Selectmen award and then overseas distribution of finished product in accordance with time frame of Town BY-Law.
• Coordinates all RFP’s and IFB’s for Administrator as directed.
• Maintains list of security keys for Town Hall and sees to striking of new keys with signature of Chairman as needed.
• Coordinates all applications and renewals of all Alcohol and Common Victualers Licenses. Maintains files of all Liquor License establishments.
• Assists public with application processes for other licenses issued by Selectmen.
• Coordinates license applications with other department heads in gathering information needed by Selectmen for approval of such licenses.
• Assist the Administrator with compiling the annual budget requests, and furnishing information to the Finance Committee under the direction of the Administrator.
• Assist the Administrator with the compilation of the five-year capital budget plan.
• Self-starter who cooperates with Department Heads when asked.
• Interfaces with local, state and federal government officials to coordinate needs of municipality with respective higher level offices.
• Assists workers filing Workers’ Compensation reports with Town’s Insurance Company under direction of Administrator.
• Processes all other insurance claims under the direction of the Administrator.
• Maintains the Board of Selectmen/Administrator’s portion of the Towns’ Web site, attending training as required.
• Ability to work with GIS applications as needed.
• Ability and willingness to perform other duties as assigned by the Administrator or Selectmen.

Job Environment:

Most work will be performed under typical office conditions with minimal exposure to risk or injury, requiring little physical exertion beyond the lifting or normal office equipment and books, files and paper. Work requires use of word processing and computer equipment for most of normal workday.

Must be able to operate computer equipment and standard office equipment such as copiers, calculators, fax machines.

Attention to detail is a requisite because errors in job performance could result in delay and confusion, have monetary and/or legal repercussions and cause adverse public relations.

Confidential Secretary – Board of Selectmen

3

September 2008
The essential functions or duties listed herein are intended only as illustrations of the various types of work that may be performed at the direction of the chairman. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Physical Requirements:**

Minimal physical effort required when performing functions under typical office conditions. Moderate to strenuous physical effort required for filing, etc. Frequently required to stoop, bend and reach. Physical agility required to access all areas of Town Hall. May spend several hours walking, standing or sitting.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*
WEST BRIDGEWATER BOARD OF SELECTMEN
ASSISTANT CONFIDENTIAL SECRETARY

September 2008

Position: Assistant Confidential Secretary to the Board of Selectmen
Department: Board of Selectmen
Appointing Authority: Board of Selectmen
Reports to: Administrator/Board of Selectmen
Works under the direction of: Administrator
Salary: $20 - $25/hour -- DOQ
Hours a week: 35 hours a week

Qualifications and Experience:

Education
- Minimum High school diploma with professional level skills in bookkeeping, typing, computer literacy in Microsoft Office, Excel and data management programs.

Experience
- Three years minimum experience in responsible administrative, clerical and office management position. Municipal experience preferred.
- Demonstrated ability of assisting the public, taking direction, assuming responsibility, meeting deadlines, and working independently.
- Demonstrated ability in dealing with the public at all levels and ability to present a positive and friendly attitude to all.
- Demonstrated ability to maintain and work with a variety of office machines and equipment.
- Demonstrated ability to write and type clear correspondence accurately, representing positions of Board of Selectmen and Administrator. Ability to disseminate information and directives of the Board and the Administrator.
- Demonstrated ability in proficient spelling, typing and note taking sufficient to take minutes and transcribing for passage at subsequent meetings when asked to fill-in for a meeting in the absence of the Confidential Secretary.
- Demonstrated knowledge of licensing procedures under Board of Selectmen: including Alcoholic Beverages Licenses; Automobile Dealers, Common Victualers, Automatic Amusement Devises, Auctioneers, etc. Requires ability to read and interpret Massachusetts General Laws regarding these licensing procedures. These duties will be shared by the Confidential Secretary with each able to perform the licensing procedures in the absence of the other.
- Demonstrated knowledge of Road Opening Permit process as approved by Board of Selectmen.
- Bookkeeping skills to handle budgets under Board of Selectmen jurisdiction and account for receipts of Selectmen’s office.

Duties/Responsibilities
- Answers directly to the Administrator and the Board of Selectmen.
• Must sign a confidentiality agreement with the Board of Selectmen which outlines the confidential requirements of the position.
• If asked, coordinates and prepares agendas for all Selectmen meetings (at least two a month.) under the direction of the Administrator. Accumulates and dispenses packets of information for each Selectman, Administrator and the press for each agenda.
• In the absence of the Confidential Secretary, attends all Selectmen’s meetings including Executive Session meetings. Takes notes. Prepares minutes for all such meetings and Public Hearings in a prescribed format.
• Assists in preparing Warrants for Annual and Special Town Meetings at the direction of the Confidential Secretary.
• Collects and processes all fees, fines and licenses renewal funds under her supervision in the selectmen’s office. Prepares proper receipt for these for submission to Treasurer.
• Administers responsibilities of position of Parking Clerk at direction of the Selectman Parking Clerk.
• Answers and redirects all incoming telephone calls.
• If asked, maintains all Selectmen’s and Administrator’s appointment books and does necessary background preparation for each appointment.
• Creates and prepares correspondence, licenses, vendor payments for Selectmen’s signatures as requested by Confidential Secretary or Administrator. This office issues, renews and reviews approximately 200 licenses and permits annually.
• Specifically oversees all Road Opening Licenses; Class I, II and III licenses; Antique Licenses and annual renewals of same.
• Conducts CORI background checks for all licensing matters, employment hires and attends CORI trainings when held.
• Maintains filing of records, including office files, personnel files, maps, graphs, legal material for Board of Selectmen, Administrator and all official minutes of all meetings as requested by Confidential Secretary.
• Receives, dates and distributes mail for Selectmen and Administrator.
• Assists with the servicing of all office machines under jurisdiction of Board of Selectmen and administrator, including copier, fax machine, typewriters and computer equipment as requested by the Confidential Secretary.
• Assists workers filing Workers’ Compensation reports with Town’s Insurance Company under direction of Administrator.
• Processes all other insurance claims under the direction of the Administrator.
• Assists with the taking of proposals and bids for all RFP’s and IFB’s for Administrator as directed.
• Coordinates all applications and renewals of all Alcohol and Common Victualers Licenses. Maintains files of all Liquor License establishments.
• Assists public with application processes for all licenses issued by Selectmen.
• Coordinates license applications with other department heads in gathering information needed by Selectmen for approval of such licenses.
• Assist the Administrator with compiling the annual budget requests, and furnishing information to the Finance Committee under the direction of the Administrator.
• Ability and willingness to perform other duties as assigned by the Administrator or Selectmen.

Job Environment:
Most work will be performed under typical office conditions with minimal exposure to risk or injury, requiring little physical exertion beyond the lifting or normal office equipment and books, files and paper. Work requires use of word processing and computer equipment for most of normal workday.

Must be able to operate computer equipment and standard office equipment such as copiers, calculators, fax machines.

Attention to detail is a requisite because errors in job performance could result in delay and confusion, have monetary and/or legal repercussions and cause adverse public relations.

The essential functions or duties listed herein are intended only as illustrations of the various types of work that may be performed at the direction of the Administrator. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**Physical Requirements:**

Minimal physical effort required when performing functions under typical office conditions; moderate to strenuous physical effort required for filing, etc. Frequently required to stoop, bend and reach. Physical agility required to access all areas of Town Hall. May spend several hours walking, standing or sitting.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*