

Town of Old Orchard Beach
Request for Proposals
Employee Compensation and Classification Study
ADDENDUM 1

1. We understand you would like this project to begin within four weeks from contract signing and to be completed in three months from the actual project start date. Please provide the various anticipated dates related to the procurement process:
 - a. timing of proposal evaluations
 - b. consultant selection
 - c. consultant notification
 - d. anticipated contract finalization date
 - e. ideal project start date OR date of project completion
 - f. intended implementation timing

Answer: Proposals are due by 11am on 9/24. We will review them by 10/4. We may have questions that will require clarification. A selection will be made and presented to Council for final approval on October 19, 2021. We hope to begin the project by late November/early December 2021.

2. We understand you have 159 FTE & PTE plus 100 seasonal employees. Please provide the number of unique job titles to be included in the study and the number of employees in each job title.

Answer: A list of job titles, number of employees in each and copies of the job descriptions we have are included in this addendum.

3. Please confirm the number of non-union job descriptions to be evaluated and potentially updated by the Consultant.

Answer: Approximately 38

4. How many Department Heads does the Town have? Do you anticipate them to be involved in the study process?

Answer: We have 12 Department Heads, two of which are listed as full time nonunion on the listing (Director of HR & Communications and GA/Floater)

5. How many Bargaining units in the Town?
 - a. How many to be included in the study?

Answer: We have 4 unions, none will be included in this study

6. How many Performance Evaluation forms does the Town currently use and if more than one, are they based on the role and level of jobs? When was the last time the Town updated the Performance Evaluation forms?

Answer: We do not have one that has been used regularly for nonunion employees. We have a form that we would like to implement this year. The format is included in the addendum.

7. When was the last time a compensation study was conducted? By whom?

Answer: The last one that we are aware of was about 15 years ago by D.I. Jacobs Consulting

8. Which external labor markets does the Town typically survey?

Answer: We have not recently surveyed external labor markets

9. To keep costs down, is the Town open to phone/video conferencing for employee interviews?

Answer: It would depend on the employee as not all are at a desk or can be away from a customer facing window.

10. If you would like onsite visits, how many do you anticipate?

Answer: This will depend on the company and how many they feel would be best to provide us with the best results.

11. What is that name of your HRIS and payroll systems?

Answer: MUNIS/Tyler Tech

12. Do you have a budget for this project and if so, are you willing to disclose it

Answer: approximately \$30,000

13. Does the compensation survey and study cover all 159 full and part time employee positions and all seasonal employee positions or just the non-union positions?

Answer: Just the permanent non-union positions

14. Do you currently have any type of Classification and Pay Plan in place and if so could you send me a copy?

Answer: We do not have a Classification or Pay Plan in place

15. Could you send me a sample copy of one of your current job descriptions?

Answer: A copy of each job description that we have available will be included with this addendum.

Description	Group/BU Desc	Number of Employees
ASSESSOR	NON UNION DEPARTMENT HEADS	1
FINANCE DIRECTOR	NON UNION DEPARTMENT HEADS	vacant
FIRE-EMS CHIEF	NON UNION DEPARTMENT HEADS	1
POLICE CHIEF	NON UNION DEPARTMENT HEADS	1
PW DIRECTOR	NON UNION DEPARTMENT HEADS	1
RECREATION DIRECTOR	NON UNION DEPARTMENT HEADS	1
TOWN CLERK	NON UNION DEPARTMENT HEADS	1
TOWN MANAGER	NON UNION DEPARTMENT HEADS	1
TOWN PLANNER	NON UNION DEPARTMENT HEADS	1
WW DIRECTOR	NON UNION DEPARTMENT HEADS	1
ADMIN ASST. TO ASSES	NON-UNION FULL-TIME	1
AP/PAYROLL CLERK	NON-UNION FULL-TIME	1
ASSOCIATE PLANNER	NON-UNION FULL-TIME	1
ASST REC DIRECTOR	NON-UNION FULL-TIME	1
Deputy Assessor	NON-UNION FULL-TIME	1
DEPUTY CODE OFFICER	NON-UNION FULL-TIME	1
DEPUTY FIRE CHIEF	NON-UNION FULL-TIME	1
DEPUTY FIRE-INSPECT	NON-UNION FULL-TIME	1
DEPUTY TOWN CLERK	NON-UNION FULL-TIME	1
DIR OF HR & COMMUNIC	NON-UNION FULL-TIME	1
EXECUTIVE ASST	NON-UNION FULL-TIME	1
GA/Floater	NON-UNION FULL-TIME	1
MAINT CUSTODIAN	NON-UNION FULL-TIME	1
MAINT/CUSTODIAN	NON-UNION FULL-TIME	1
PD ADMIN SECRETARY	NON-UNION FULL-TIME	1
PD CAPTAIN	NON-UNION FULL-TIME	2
PD COURT OFFICER	NON-UNION FULL-TIME	1
PLANNING/CODE ASST	NON-UNION FULL-TIME	2
PT DEPUTY TOWN CLERK	NON-UNION FULL-TIME	1
PW ADMIN OPS MGR	NON-UNION FULL-TIME	1
REC PROGRAMMER	NON-UNION FULL-TIME	1
STAFF ACCOUNTANT	NON-UNION FULL-TIME	1
TAX CLERK	NON-UNION FULL-TIME	1
TAX COLLECTOR	NON-UNION FULL-TIME	1
fire inspector	NON-UNION PART-TIME	1
PDCLERICAL	NON-UNION PART-TIME	1
PT DEP CODE OFFICER	NON-UNION PART-TIME	1

POSITION DESCRIPTION

Class Title: Accounts Payable/Payroll Clerk
FLSA: Non-Exempt
Updated: November 8 2017

Accounts Payable Clerk/Payroll Clerk

(Finance Department)

GENERAL

This position functions as the Accounts Payable and Payroll Clerk.

SUPERVISION RECEIVED

This position is directly supervised by the Treasurer/Finance Director.

ESSENTIAL DUTIES & RESPONSIBILITIES

A. Account Payable Clerk

1. Establishes and maintains proper supporting documentation and files for the payable functions. Completes all necessary steps for processing invoices for payments and ensures that proper steps are taken when preparing purchase orders.
2. Maintains vendor accounts, making sure the Town has all required tax information and insurance certificates when applicable for all vendors.
3. Produces, organizes and maintains cash disbursement journals and accounts payable warrants. Additionally is responsible for ensuring the accounts payable warrant is available for Council signatures.
4. Responsible for reconciling vendor invoices and statements. Researching, resolving discrepancies and corresponding with vendors and departments.
5. Works with the Treasurer/Finance Director to ensure procurement practices are in accordance with the Town Ordinance(s) and the adopted Purchasing Manual.
6. Establishes and maintains best practices for account payable practices.

B. Payroll Clerk

1. Enters all information such as new hires, payroll changes, termination updates, and personnel action forms as provided by the HR Manager.
2. Maintains and organizes departmental payroll time sheets.
3. Completes all payroll related functions including but not limited to data entry, vendor payments, printing deposit and payroll checks, reconciles weekly payroll disbursements, as well as posting to the General Ledger.
4. Investigates and resolves all payroll problems and discrepancies.
5. Files & maintains all payroll reports in an orderly and secure file.
6. Responds to various communications regarding payroll questions (phone, email & walk-ins).
7. Establishes and maintains best practices for payroll processes.

C. Tax Office Backup-Emergency

1. Assists as backup for Tax Office customer service as assigned by the Treasurer/Finance Director.
 - i. Process motor vehicle registrations and reregistrations
 - ii. Process counter transactions
 - iii. Reconciliation of counter drawer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED certified required. Two year associates degree in Business Administration or Accounting desirable or an equivalent combination of education and experience.

Necessary knowledge, skills, & ability

1. Good organizational and time management skills to plan and prioritize workflow to ensure weekly deadlines are met.
2. Attention to detail.
3. Proficient in data entry.

4. Ability to communicate effectively verbally and in writing to maintain a working relationship with employees, and the general public.
5. Experience with Excel spreadsheets.
6. Experience with a computerized financial system for payroll and accounts payable, encompassing data entry, printing checks, maintaining Federal and State payroll tax tables, input of accounts payable, and maintaining vendor accounts.
7. Experience with transmitting payroll electronically is desired.
8. General mathematical and dexterity skills necessary to accept cash and check payments, make change and enter transactions in the computer.

TOOLS & EQUIPMENT USED

Personal computer, word processing and spreadsheets, telephone, fax machine, photocopier and calculator.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Town of Old Orchard Beach
Job Description

Class Title: Administrative Operations Manager
FLSA: Non-Exempt
Date effective: October 19, 2018
Pay Range: \$20.00-\$24.00 based on experience
Application Deadline: November 2 @ 2pm

Administrative Operations Manager

Nature of Work

The Administrative Operations Manager performs a wide variety of technical, professional services related to the operation of the Town's Department of Public Works. Administrative operations include accounting; assisting with budget analysis; coordination with the Memorial Park Committee including oversight of staff and contractors and establish and maintains systems for the retention of records.

Supervision Received

This position works under the general supervision of the Director of Public Works. The employee exercises considerable independent judgement.

Supervision Exercised

This position supervises seasonal beach cleaners and Memorial Park staff.

Essential Duties and Responsibilities

1. Interfaces with the public, contractors, consultants, other departments and governmental agencies concerning public works matters.
2. Maintains Department records.
3. Assists with writing and preparation of grants for funding of Public Works projects.
4. Assists in the preparation and maintenance of departmental policies and procedures; provides input to director regarding programmatic, operational and technical problems.
5. Monitors Public Works contract expenditures.
6. Assists the Director in the preparation and administration of the annual budget for DPW, Memorial Park, and Conservation Committee.
7. Participates in the hiring process for seasonal beach cleaners and Memorial Park positions.
8. Prepares and analyzes reports related to duties and responsibilities.

9. Works with the Director in scheduling and implementation of work assignments and projects.
10. Manages and maintains markings for Dig Safe.
11. Participates as a member of the Town Safety Committee. Assists with implementation of policies and procedures, ensuring compliance of all safety regulations.
12. Manages record keeping and compliance of MS4 (Municipal Separated Storm Sewer System) for DPW, coordinates with Associate Planner on additional compliance requirements. Ensures compliance with SWPP & SPCC plans.
13. Maintains the DPW website
14. Assists with and prepares DPW Annual Report drafts.
15. Manages the fuel system.
16. Acts as the Piping Plover Coordinator to coordinates with Inland Fisheries and Wildlife regarding implementation of Beach Management Agreement.
17. Prepares and submits weekly payroll
18. Prepares all invoices for Director's approval
19. Manages garage parts inventory
20. Manages and schedules mechanical work for outside departments
21. Manages Town electronic message board
22. Coordinates with contractor on Solid Waste and Recycling Services
23. Attends Memorial Park Committee

Education and Experience

Associate degree in public administration or business administration or related field is desired but may substitute two years of work experience demonstrating increased responsibility.

Necessary Knowledge, Skills & Abilities

1. Considerable working knowledge of computers and electronic data bases.
2. Must be able to effectively use a variety of software applications for business, office, municipal and DPW services and needs.
3. Must have working knowledge of personnel management rules and laws.
4. Must also have working knowledge of accounting principles and practices: this would also include a good knowledge of MUNIS.
5. Ability to maintain confidentiality especially involving personnel issues; union issues and any other confidential information.
6. Must be able to communicate well both orally and in writing. Must be able to analyze complex issues and situations. Must be able to communicate with groups of

- people especially in teaching and training. Must be able to deal with stressful situations.
7. Must be able to learn and comply with Town Ordinances, policies, rules and practices.
 8. Must be able to work independently; analyze workloads and prioritize work.
 9. Dealing effectively with the public is vitally important.

Tools and Equipment Used

Standard office equipment including but not limited to computers, multi-line phone system, two-way radio and cell phones.

Work Environment

The work is performed primarily in an office setting. Field work may be necessary to monitor assigned projects. Employee must be familiar with safe work practices in both an office and construction environment.

Physical Demands

While performing duties of this position employee may spend considerable time in an office environment.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Resume and Application to:

Town of Old Orchard Beach
Attn HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com
Fax: 207-934-0755

POSITION DESCRIPTION

Class Title: Assessing Administrative Assistant
FLSA: Non-Exempt
Updated: July 18, 2017

Assessing Administrative Assistant

GENERAL

This position is responsible for real estate and personal property work requiring varied knowledge of office practices, policies, procedures, equipment, assessing law and practice. An employee in this position is responsible for the performance of difficult and varied assessing duties and public contact work. The employee must apply independent judgment based on knowledge gained through experience in performance of responsible and specialized duties. Work is subject to review for results obtained.

SUPERVISION RECEIVED

This position is directly supervised by the Tax Assessor, although independent judgment is exercised in performing the daily functions of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains Real Estate and Personal Property Tax Assessment database
2. Must be familiar with assessment procedures and State statute regarding property tax, and be willing to remain informed of changes through self-study.
3. Ability to establish effective working relationships with employees, agencies and public.
4. Maintains data on property sale information. Records transfers of ownership, update records to reflect value and sketch changes, address changes and appropriate exemption allowances.
5. Maintains documentation of legal ownership changes through other methods, such as Probate Court, the Registry of Deeds and Town Clerk's office.
6. Assists with the Homestead, BETE & BETR Exemptions

7. Maintains detailed, current, accurate records and files of necessary information for assessing travel trailers, mobile homes, park model campers and RVs for assessing purposes, and may be lead contact for all mobile home park and campground owners
8. Maintains and updates Assessing Web-page.
9. Responds to Public inquiries.
10. Prepares various reports including annual Assessing Reports and Sales Reports.
11. Assists in preparing annual tax billing.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

A minimum of 3 years of experience working with property appraisals and valuations preferred, Associate Degree in Business, Accounting or related field or a combination of education and experience desired.

Necessary knowledge, skills, and ability

1. Knowledge of Assessing and/or Appraisal practices and valuation procedures.
2. General office procedures.
3. Ability to communicate effectively both orally and in writing.
4. Ability to interpret property deeds.
5. Strong organizational skills.
6. Maintain Confidentiality

7. Strong interpersonal skills and the ability to establish and maintain professional working relationships with outside parties, businesses, municipal officials, employees and the general public.
8. Ability to multitask. May work on several projects concurrently.
9. Knowledge of CAMA software, data base maintenance, Word, Excel, template design.
10. Ability to work independently

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; calculator; phone; copier/Fax/scanner machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

POSITION DESCRIPTION

Class Title: Assessor
FLSA: Exempt
Date: October 2014

Assessor

GENERAL

The Assessor is responsible for managing the assessment and appraisal function for the Town, including establishing property valuations, preparing taxable property inventory lists, defending assessments, maintaining and enhancing the Town's land based records, providing appraisal support to Town Administration, in accordance with State Statutes and regulations, and the policies of the Town.

This position requires use of extensive judgment and resourcefulness to adapt existing appraisal practices to a dynamic and change real estate market that is characterized by diverse residential, agricultural, commercial and industrial properties and fluctuations in land value in accordance with generally accepted appraisal and assessment techniques.

The incumbent employs standard assessment and appraisal concepts, theories, principles, techniques and practices in order to ensure that each property is properly assessed. The incumbent exercises considerable authority in interpreting assessment guidelines, in determining how they should be applied, and in developing valuations for each property and class of properties. The sophistication of computerized mapping and appraisal software adds to the complexity of this position.

SUPERVISION RECEIVED

General administrative direction is received from the Town Manager however working from State Law, Assessing Principles, town policies and objectives and directives from the State.

SUPERVISION EXERCISED

1. Assistant Assessor
2. Assessing Assistant

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for managing the assessment and appraisal function for the Town, including establishing property valuations, preparing taxable property inventory

list, defending assessments, maintaining and enhancing the Town's land based records, providing appraisal support to Town Administration, in accordance with State Statute and regulation, and the policies of the Town.

2. Administers the ad valorem tax system; discovering, listing and valuing property; perform cadastral mapping, current use administration, and exemptions validation and processing.
3. Generates revenue through the assessment of property taxes, land use change assessment.
4. Makes decisions concerning the value of complex and non-complex property on a day to day basis relying upon research, and application of the various methods of valuation, including the application of the cost approach to value, sales comparison approach and the income approach to value involving the interpretation of data, case law, and financial statements.
5. Commits taxes to the Tax Collector and prepares/distributes tax bills to property owners on annual basis.
6. Maintain and reviews the maintenance of official maps, transfers, and other records maintained in the Assessor's Office; makes and enters computation valuations, and other data in valuation commitment books.
7. Oversees any revaluation projects within the Town; by developing goals and objectives, an operating budget for presentation and eventual adoption by the Town Council, performing all public relations, instituting a quality control program and assuring the vendor meets all contractual obligations; performs yearly incremental update of property values.
8. Develops and administers a program to study market conditions and changes; analyzes deeds, tracks building permits and land changes to determine trends and change in property values.
9. Supervises the daily operations of the Assessor's Office, directs, trains, and schedules workloads for clerical support staff; prepares and administers departmental budget; purchases equipment and supplies as needed; supervises the input of information in to the department's computer system.
10. Performs all other related work as required.

EDUCATION AND EXPERIENCE

Bachelor's Degree with courses in business, real estate, economics or a related field, plus course work related specifically to real estate appraisal or assessing; 7-10 years' experience in a supervisory role in assessing or appraisal with at least 5 years directly related to assessing.

Special Requirement: Certified Maine Assessor (CMA)

DESIRED MINIMUM QUALIFICATIONS

1. Comprehensive knowledge of modern property assessment and appraisal principles and practice, including thorough knowledge of the tax laws of the State of Maine and Town ordinances.
2. Above average ability in mathematics.
3. Considerable knowledge of geographic layout of town, building, zoning and construction codes.
4. The ability to analyze financial statements for all types of properties.
5. The ability to analyze charitable, religious, or any other exemptions.
6. The ability to report data in a clear and concise fashion to taxpayers.
7. Good public relations skills, excellent communication skills both oral and written.
8. Competent in the use of computer assisted mass appraisal software, spreadsheet software, and work processing software.
9. The ability to establish and maintain effective working relationships with town officials and the public.
10. The ability to coordinate office activities and to supervise staff effectively.
11. Have excellent people relations skills.
12. The ability to independently analyze factors which may influence the value of property and to exercise judgment in determining property values and changes in Town structures and physical properties.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; telephone; copier; facsimile machine, motor vehicle and digital camera.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually normal for business conditions. Employee is occasionally exposed to outdoor weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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 DESCRIPTION

Class Title: Assistant Town Planner
FLSA: Exempt
Salary: \$46,500-\$54,000
Opening Posted 1/24/19 through 2/6/19 at 4pm
Application: <https://www.oobmaine.com>

Submit application to:
Town of Old Orchard Beach
1 Portland Ave
Old Orchard Beach ME 04064
Attn: HR Manager
Fax: (207) 937-5732
Email: fbeaulieu@oobmaine.com

General Purpose/Summary Statement: This is a responsible professional position working in the fields of community development and town planning.

Supervision Received: Any direct supervision is received from the Town Planner although considerable independent judgment is exercised in performing the daily functions of the position.

Essential Duties & Responsibilities:

1. Assists the Town Planner with Planning Board, Design Review Committee and Comprehensive Plan Committee preparation. This includes the following responsibilities: assist applicants with submittals; review of applications; write memos; organize packages for committee members; work with engineers and municipal officials; attend evening meetings and site walks; record meeting minutes; advertise in website and local papers; writing Findings of Fact documents.
2. Preparation of policies and ordinances related to various planning projects including code of ordinance amendments, watershed analysis, water quality improvements and other projects.
3. Assists with administration of MS4 stormwater permitting program. This involves monitoring site work during construction, assisting with other permitting requirements and representing the Town with DEP and other regulatory authorities.
4. Oversight of development performance guarantees. This includes communicating with contractors, working with 3rd party engineers, tracking inspections, securing payments, and completing and organizing paperwork.
5. Composes and types minutes, agendas, letters, memorandums and other materials and conducts mailings primarily for Planning Board, Design Review Committee and Comprehensive Plan Committee.
6. Prepare grant applications and administration of grant programs.
7. Assist with natural resource related issues including on-site inspection of Best Management Practices (BMP's) and communications with regulatory authorities and Town staff.
8. Utilize GIS on a variety of planning and land use initiatives.
9. Assist with coordination of the Town's community development activities with State and Federal agencies and Town departments.

10. Assist citizens with zoning and ordinance questions.

11. Performs any other duty as may be called upon.

Desired Minimum Qualifications

Education and Experience: Graduation from a 4 year college with emphasis in planning, engineering, economic development, environmental studies, business administration or a related field.

Necessary Knowledge, Skills & Abilities

1. Considerable knowledge of land use planning including the ability to review technical drawings and maps, preparation of plans and draft supporting ordinances.
2. Knowledge of the Maine land use statutes.
3. An understanding of studies related to wetlands, engineering, land development and economics.
4. Ability to maintain a variety of records, organize data and prepare standard reports from records.
5. Ability to communicate well both orally and in writing.
6. Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, businesses, municipal officials, employees and the general public.
7. Ability to work on a multitude of projects concurrently.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Tools & Equipment Used

Personal computer, including word processing and spreadsheet software; calculator; phone; copy machine; fax machine; and measuring instruments.

Physical Demands

The physical demands described here are representative of those that must be met on an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to traverse a variety of terrains in performing site walks.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics are representative of those an employee encounters while performing the essential duties and responsibilities of this job. This is predominantly an office environment but will occasionally include on-site reviews or visits in a varied indoor and outdoor environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is typical for a business office.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit application to:

Town of Old Orchard Beach
1 Portland Ave
Old Orchard Beach ME 04064
Attn: HR Manager
Fax: (207) 937-5732
Email: fbeaulieu@oobmaine.com

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

TOWN OF OLD ORCHARD BEACH, MAINE POSITION DESCRIPTION

CLASS TITLE: Code Enforcement Officer/Field Inspector
STATUS: Non-Exempt
DEPARTMENT: Code Enforcement
UNION: Not Applicable
POSTING ENDS: June 9, 2021 at 2pm
PAY: Will be based upon experience

GENERAL PURPOSE:

The Town of Old Orchard Beach Code Enforcement Office has recently been re-structured and is now a civilian division under the direction of the Fire Department (*This position will not be eligible for the MainePERS special plans*). Directly managed by a Deputy Fire Chief, the Code Enforcement Officer/Field Inspector is an integral part of field task force that combines representatives of Fire, Police, Planning, Code Enforcement in a task force approach for the purpose of reviewing plans, conducting inspections, and enforcing state and local codes.

As part of the task force there will be times when called upon for response to evaluate emergency situations such as unsafe structures or building components, electrical emergencies after fires or during storms, and to avoid in the determination of occupancy regarding the health and welfare of occupants.

This is a responsible administrative and technical position in the uniform and equitable administration and enforcement of construction and zoning codes and other regulatory requirements of the Town of Old Orchard Beach.

The Code Enforcement Officer/Field Inspector assists the Deputy Fire Chief of Building Inspections in the review and issuance of building, plumbing, and electrical permits; conducts building and field inspections; investigates complaints; and ensures compliance with Town of Old Orchard Beach ordinances and building codes. The employee in this position must be able to perform site visits and conduct fieldwork and hold a valid Driver's License. The Code Enforcement Officer/Field Inspector performs all work in a fair, equitable, and ethical manner.

SUPERVISION RECEIVED: The Code Enforcement Officer/Field Inspector reports to the Deputy Fire Chief in charge of the Code Enforcement. The Deputy Chief oversees the workload and operations of the Code Enforcement Officer/Field Inspector .

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES (*Illustrative examples; not intended to be all-inclusive*)

Responsible for:

- Assists the Deputy Fire Chief with the review and issuance of building, plumbing, and electrical permits.
- Inspects buildings under construction, alteration or repair for compliance with building, electrical, or zoning requirements.
- Reviews construction and plot plans for code compliance before building permits are issued.

- Performs building, electrical, plumbing inspections at various stages of construction as dictated by the Codes and Ordinances adopted by the Town of Old Orchard Beach
- Assists in providing information on zoning, building and electrical, plumbing codes, flood plain status, signs, utility connection, business licensing and other data as requested by the general public, in person and over the phone.
- Assists the Deputy Fire Chief with investigations and takes necessary action on complaints received of possible code violations, including building, electrical, plumbing, sanitation, and zoning, in a timely and efficient manner.
- Interviews applicants and reviews applications for, demolition, building, electrical or plumbing permits; calculates fees and issues same.
- Maintains current required certifications by the State of Maine in the areas of plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws, Residential and Commercial Construction Codes, Radon Standards, Commercial and Residential Energy Conservation Codes, Residential and Commercial Ventilation Standards and Maine Rule of Civil Procedure 80(K).
- Prepares and maintains Code Enforcement records and reports.
- Performs other duties as assigned by the Deputy Fire Chief.

MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) High school diploma or equivalent.
- (B) Valid Maine Driver's License
- (C) Two (2) years of construction trade school experience or Three (3) years of related experience in the construction and inspections field, preferred;
- (D) State certification in plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws, Residential and Commercial Construction Costs, Radon Standards, Commercial and Residential Energy Conservation Codes, Residential and Commercial Ventilation Standards and Maine Rule of Civil Procedure 80(K); or
- (E) Any equivalent combination of education and progressively responsible experience.

Knowledge, Skills and Abilities:

- Ability to communicate effectively both verbally and in writing.
- Knowledge, training, and experience in the building and construction trades.
- Understanding of HVAC systems.
- Proficient computer skills.
- Ability to read & understand local, state, and federal enactment governing plumbing construction, use, and occupancy, and ability to interpret same.
- Ability to read & understand State and Town zoning ordinance provisions and ability to interpret same.
- Ability to read & understand approved methods and practices of conducting health and sanitation inspections.
- Ability to analyze and interpret complex construction plans and specifications.
- Ability to conduct site visits and field work.
- Ability to accurately record and maintain records.
- Ability to maintain effective working relationships with employees, supervisors, other departments, officials and the public.
- Ability to work under deadlines and complete tasks necessary for the functioning of the Town of Old Orchard Beach.

- Ability to relay information accurately during the absence of the Deputy Fire Chief.
- Ability to recognize codes violations and assist the Deputy Fire Chief on appropriate enforcement action.

SPECIAL REQUIREMENTS:

Must have flexibility regarding time management, have good interpersonal skills, and be able to deal with challenging situations with the public in an effective manner.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; tablet, computer network system; calculator, phone; copy machine; fax machine, tape measure, measuring wheel, flashlight, thermal imaging camera and electrical testing equipment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands and fingers; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. During the course of daily work, the employee navigates uneven ground and may be required to climb, stoop, or crawl short distances in order to complete inspections. The employee will use all required personal protective equipment (PPE) and will employ safe work practices at all times.

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.

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

The 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.

Town of Old Orchard Beach

Code Enforcement Officer

Salary Range: TBD

Posting will close when a qualified person is hired

JOB DESCRIPTION: CODE ENFORCEMENT OFFICER

DEPARTMENT: CODE ENFORCEMENT

General Nature of Work

This is technical and administrative work responsible for the enforcement, in a uniform and equitable manner, of all municipal codes, zoning ordinances and other applicable federal and state laws coming under this jurisdiction. The Code Enforcement Officer is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives as well as maintaining departmental records and reports. This position requires considerable contact with the public in addition to maintaining a liaison with appropriate state and local agencies. Work is reviewed through reports, discussions and results achieved.

This position is based on a yearly appointment by the Town Council with no expectation of reappointment per MRSA 30-A 2601-A.

Supervision

Works under the direct supervision of the Town Manager, who may delegate the responsibility to the Town Planner.

Supervises

Deputy Code Enforcement Officers & Administrative Assistants

Job Environment

- Work is generally performed under typical office conditions and various construction and non-construction environments and properties outside of Town Hall.
- Operates a computer, general office equipment such as copier, calculator, facsimile machine, and telephone.
- Makes regular contact with other employees, Town officials, and general public.

Essential Functions

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

- Performs a variety of field and office work in support of the Town's local code enforcement program; enforce compliance with the Town's regulations and

- ordinances including those pertaining to zoning, land use, fire code, nuisance housing, building codes, health and safety, blight, and other matters of public concern.
- Reviews all plans submitted with building permit applications according to the established timetable and process to ensure that all plans are in compliance with the appropriate municipal, state, and federal laws and regulations.
 - Interviews applicants and reviews applications for building, demolition or plumbing permits; calculates fees and issues same.
 - Issues building permits to appropriate applicants according to established procedures to ensure that building construction is in compliance with the appropriate municipal, state, and federal laws and regulations.
 - Performs site/construction/building inspections
 - Receives and responds to citizen complaints and reports from other agencies and departments on alleged violations of Town zoning and related municipal codes and ordinances in a timely and tactful manner. Confers with other municipal officials relative to mutual problems and with property owners, contractors, and the general public, relative to complaints and service requests.
 - Conducts thorough field investigations on violations and complaints, follows the Town's procedures for obtaining compliance and resolutions.
 - As the Business License Administrator, is responsible to oversee business license processes.
 - Responsible for the Town's business and rental housing licensing programs; record locations of rental housing and other property maintenance matters of public concern; obtain right of entry to inspect private property; track progress.
 - Responsible for the identification and inspection of buildings and other structures for structural safety, fire safety, sanitation and other standards and requirements according to established inspection procedures to ensure the safety of those buildings.
 - Responsible for securing and properly posting dangerous and/or vacant residence and buildings as necessary.
 - Initiates and enforces rules and regulations and initiates legal action in relation to the enforcement of the municipal codes and ordinances according to established procedures in order to ensure compliance with appropriate codes and ordinances.
 - Prepare evidence in support of legal actions taken by the Town; appear in court as necessary; testify at hearings and in court proceedings as required.
 - Analyzes municipal codes and zoning ordinances and makes suggestions for revision on an annual basis to ensure that the codes and ordinances are maintained in a current manner.
 - Serves as lead staff person to the Zoning Board of Appeals. When requested, attend Planning Board and Town Council meetings and provides information concerning agenda items in order to assist the Board(s) in making decisions.
 - Serves as a resource to other Town departments, the general public and outside agencies in the enforcement of zoning regulations, ability to interpret and explain municipal codes and ordinances to members of the general public, contractors, business owners, and other groups.
 - Enforces the local shoreland zoning ordinance in accordance with the procedures contained therein.
 - Investigates complaints of alleged violations of local land use laws.

- Collects fees authorized by the municipality. The amount of any such fee shall be set by the municipality. The fee shall be remitted to the municipality.
- Keeps a complete record of all essential transactions of the office, including applications submitted, diagrams and photographs, permits granted or denied, variances granted or denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collect.
- Develop and present fiscal budget; implement approved budget
- Performs other work as directed

Recommended Minimum Qualifications

Training and Experience

A minimum of 5 years' experience in the construction or code enforcement industry. Graduation from a two-year vocational program in building construction and/or structural design, preferably supplemented by a college degree in a related field, or equivalent combination of training and experience. Ability to obtain all necessary certifications administered by the State of Maine in the enforcement of: Land Use, Maine Uniform Building Code, Internal Plumbing, Subsurface Waste and Shore-land Zoning within 1 year of hire.

Special Requirements

- Successful completion of State Legal and Court Rule 80-K course within one year of hire
- Must possess and maintain Maine State Local Plumbing Inspector License; preferred upon hire; or required within one year of employment.
- ICC Property Maintenance training within three years of employment.
- Must possess proficient computer skills
- Must possess and maintain a valid appropriate State of Maine motor vehicle operator's license

Knowledge, Ability and skill

- Knowledge of pertinent municipal, state and national building and zoning codes and related laws and ordinances.
- Knowledge of the I.C.C. building codes and Maine Building Code- Energy Code (MUBEC).
- Knowledge of plumbing and electrical codes and permit regulations.
- Knowledge of N.F.P.A. codes.
Knowledge of A.D.A. and Maine law regarding accessibility.
- Knowledge of generally accepted proper construction materials and methods in building, plumbing and electrical work.
- Knowledge of legal procedures involved in the enforcement of codes and ordinances, including procedures under Rule 80K.
- Knowledge of approved methods and practices of conducting health and sanitation inspections.
- Knowledge of GIS and iWorks systems preferred

Ability

- Ability to analyze and interpret complex construction plans and specifications.
- Ability to conduct field inspections, recognize code violations, take appropriate enforcement action, and obtain compliance.
- Ability to prepare a variety of written reports, memos, and correspondence related to code enforcement activities.
- Ability to maintain accurate records
- Ability to express ideas effectively, verbally and in writing.

Skill

- Establish and maintain effective working relationships with other employees, Town Officials and the general public

Physical and Mental requirements

Minimal physical effort generally required in performing administrative, inspection duties. This position requires light to moderate physical effort while performing inspections. Must be able to access all areas and levels of a construction site; sometimes required spending several hours walking or standing. Exposed to outdoor weather conditions, and extremes of heat and cold. While performing the duties of this position; the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. Incumbent is occasionally required to lift up to 60 pounds. Performance of essential functions may also require employee to climb, balance, stoop, kneel, crouch, or crawl. Normal vision requirements. Equipment used includes light equipment, hand tools,

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

The Town of OOB is an Equal Employment Opportunity Employer.

Submit Applications & Resumes to:
Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com
Or online at www.oobmaine.com

POSITION DESCRIPTION

Class Title: Court Officer
FLSA: Non-Exempt
Date: October 2014

Court Officer

Police Department

GENERAL

The Court Officer, a civilian member of the department, shall serve as the liaison between the Old Orchard Beach Police Department and the Maine District Court, York County Superior Court, York County District Attorney's Office and attorneys representing defendants in cases presented for prosecution by the Old Orchard Beach Police Dept. The Court Officer shall represent the department at District Court proceedings and perform other related duties as required.

SUPERVISION RECEIVED

Direct supervision is received from the Deputy Police. Indirect supervision may be exercised by the shift supervisor in the absence of records supervisory staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Process all paperwork for court cases as might be needed by the District Attorney's Office or Superior Courts.
2. Be responsible for the organization of all Town Ordinance, civil and criminal cases at the District and Superior Court.
3. Create, maintain and disposes of case packages in a timely and efficient manner.
4. Review and sign all court complaints originating in the District Court.
5. Actively assist Old Orchard Beach Police Officers and Detectives in the generation and presentation of cases at the District and Superior Court.
6. Obtains and records (or submits to data entry) dispositions of department cases handled at the District and Superior Court.

7. Receives and delivers official court documents.
8. May be requested to prepare and submit reports when requested.
9. Maintains daily contact with the York County Jail concerning the processing of prisoners.
10. Assists Probation Officers with information on probationers.
11. Provides the District Attorney's Office with officers' vacation and training schedules so that court cases can be continued.
12. Provides supervisors with information on officers who failed to show up for court cases.
13. Provides the Violations Bureau with a monthly list of officers that are not available for the next scheduled trial date. Informs the Bureau of new and retired officers.
14. Informs the Bureau of new and retired officers.
15. Obtains Protection from Abuse/Harassment Orders and bail conditions for officer's affidavits and reports.
16. Signs complaints for prisoners brought to court. Reviews complaints going to court ensuring that they are properly processed.
17. Reviews complaints drafted by the District Attorney's Office for accuracy and ensures that all supporting documents are attached.
18. Checks IMC reports for completeness, errors (such as name spellings, dob etc.) entry of the correct state law citations and codes for NIBRS/UCR, omissions, and return to officers for correction if necessary.
19. Provide IMC computer records support.
20. Maintain and manage the Video Library for the Watchguard Camera System.
21. File all arrest reports hard copy documents and traffic citations.
22. Perform other duties and tasks as may be required by higher authority.

EDUCATION & EXPERIENCE

1. Demonstrated ability to multi task in a high stress environment such as working in Dispatch.
2. Prior experience as a data entry clerk or equivalent is desirable.
3. Must be capable of extraordinary attention to detail.
4. Must have strong grammatical skills and spelling skills; must be able to detect misspelled names and addresses and inaccurate data through a combination of strong search skills and intuition; and must be able to work quickly and efficiently with minimal supervision.
5. Must have good interpersonal skills and be able to work in a busy, constantly changing environment. Must be able to maintain good working relationships with other employees, other agencies, and the public.

DESIRED MINIMUM QUALIFICATIONS

1. Considerable knowledge of modern office practices, procedures, software and equipment.
2. Ability to create and navigate complex spread sheets in Microsoft Office Excel to include manipulation of data, creation of formulas and formatting of information so that it is presented in a clear concise manner.
3. Ability to employ good judgment in the making of decisions within the scope of the position.
4. Ability to establish effective working relationships with police officers, court staff and the general public.
5. Ability to carry out assigned projects efficiently and to their completion.
6. Ability to communicate effectively verbally and in writing.
7. Must possess a Maine driver's license.
8. Must have a demonstrated understanding of the Old Orchard Beach Police Department records system.
9. Must have a basic understanding of Criminal and Civil Court procedure.
10. Must be able to follow written and verbal instruction with a minimum of guidance.
11. Must possess strong verbal and written communication skills.

TOOLS & EQUIPMENT USED

Personal computer and laptop computer; Microsoft Office software to include Word, Excel, Outlook and Publisher; IMC software packages, telephone systems, building intercom system, fax machine, photocopy machine, scanner, printer and adding machine/calculator

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hand to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job.

Police Department and Courts can be busy, active environments. Distractions can be numerous and the court officer must be able to shift gears quickly to address short term/time sensitive projects with minimal disruption.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

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

POSITION DESCRIPTION

Class Title: Building Maintenance Custodian
FLSA: Non-Exempt
Bargaining: Teamsters Local 340

Building Maintenance Custodian

GENERAL

This is skilled and semi-skilled work in the custodial care, maintenance and minor repair of the Town Hall, the Harmon Museum, and the Police Department as assigned. This work involves the performance of a wide variety of tasks in the general repair, maintenance, and cleaning of Town buildings (as outlined in this job description). Assignments are generally received in the form of oral instructions. Work is usually performed independently.

SUPERVISION RECEIVED

This position is directly supervised by the Assistant Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Sweeps, mops, waxes and polishes floors; washes walls and windows, dusts (including blinds), polishes, arranges, and moves furniture; vacuums and cleans rugs; cleans lavatories, washbasin, and drinking fountains; empties wastebaskets; performs painting activities and routine ground maintenance.
2. Cleans, services, monitors, and makes minor repairs and adjustments to heating and ventilating systems; makes minor plumbing and electrical repairs; and replaces light bulbs.
3. Removes snow using both hand tools and power equipment. Applies salt or sand on walks and entrance ways.
4. Open and close building according to schedule; guards against vandalism and unlawful entry.
5. Oversees site contractors in the performance of contractual responsibilities.
6. Prepares orders and maintains inventory of cleaning supplies.
7. Performs minor repairs such as toilet repairs, broken glass, replace door locks; assures that the filters on the heating and air conditioning systems have been changed in accordance with the preventative maintenance schedule.
8. Oversees the inventory and proper disposal of light bulbs.
9. Maintains applicable Safety Data Sheet binder

PERIPHERAL DUTIES

1. Provides assistance to visitors to the building.
2. Sets up and takes down chairs, tables, and equipment for meetings.
3. Lifts and carries supplies, materials, packages, etc., and delivers to appropriate offices.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

The candidate for this position should have a High School Diploma or equivalent, one to three years prior experience in a business setting performing maintenance and cleaning work; including semi-skilled building maintenance. A valid State of Maine driver's license is required.

Necessary Knowledge, Skills and Abilities

1. Basic knowledge of methods, materials and equipment used in custodial and grounds maintenance work. Knowledge of plumbing, electrical, carpentry, and masonry repairs is desirable.
2. Good interpersonal skills; the ability to deal professionally with the general public and employees.
3. Complete several tasks timely and completely. .
4. Recognize needs for repairs and initiate corrective action.
5. Follow written and oral instructions.
6. Establish and maintain effective working relationships with other employees.
7. Follow manufacture's guidelines in working with hazardous chemicals in a safe manner.
8. Time management skills and ability to work with some independence.

TOOLS AND EQUIPMENT USED

Equipment operated may include power and hand tools, ladders, and cleaning equipment (vacuum cleaner, buffers and carpet cleaners), lawn mowers, weed whackers, snow blowers, and shovels. This list is not all inclusive.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand; walk; talk or hear; sit; climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must frequently lift and / or move up to 60lbs. with reasonable accommodations. The position has normal vision requirements.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works in a variety of settings characterized by moderate loud noise, with occupational risk related to chemicals from supplies, operation of equipment, and building security.

SELECTION GUIDELINES

Formal application, rating of education and experience- oral interview and reference check; job related tests may be required.

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

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

POSITION DESCRIPTION

Class Title: Deputy Tax Assessor/Assistant Code Enforcement Officer
FLSA: Exempt
Date: February 25, 2015

Deputy Tax Assessor **Deputy Code Enforcement Officer**

GENERAL

The Deputy Tax Assessor position is a responsible administrative position assisting the Tax Assessor in carrying out activities of the Assessor's Office. This position works independently in carrying out delegated responsibilities in accordance with procedures established by his/her supervisor.

The Deputy Code Enforcement Officer position is a technical and administrative position that is responsible for enforcement in an equitable and uniform manner of all municipal codes, zoning ordinances and other application Federal and State ordinances coming under this jurisdiction. Work is performed under the general policy direction of the Code Enforcement Officer however is expected to exercise independent judgment and initiative in accomplishing code enforcement objectives.

SUPERVISION RECEIVED

The Assistant Tax Assessor operates under the general guidance of the Tax Assessor to ensure compliance with policies and procedures.

SUPERVISION EXERCISED

Administrative Assistant to the Assessor

ESSENTIAL DUTIES & RESPONSIBILITIES

Deputy Tax Assessor

1. Assists customer of the Assessor's Office
2. Determines valuations of real and personal properties, as directed.
3. Processes permit information, performs field inspections, including measuring, listing, and photographing properties.
4. Meets and corresponds with taxpayers to answer questions and resolve problems.
5. Analyzes and researches trends in property values, answers questions regarding property valuations, values and property card records.

6. Enters data using appraisal software to establish property values, and maintenance of valuations in specialized tax assessing software.
7. In the absence of the Tax Assessor, assume all duties and responsibilities of that position, except for those which by law may not be delegated.
8. Deals effectively and positively with appraisers, real estate brokers, other employees and the general public.
9. Updates maps as new data is obtained related to parcel data, subdivisions, developments, capital improvement projects, zoning requirements and other related projects.
10. Maintains and updates data bases using GIS and other software(s); develops and maintains links between various databases.
11. Conducts mapping research in the field and in the office; creates maps using ESRI, AutoCad and related softwares.
12. Prepares reports and plans as instructed; compiles information and makes recommendations on special studies; and prepares and updates maps.
13. Assists in the design, development and creation of databases, maps and other related projects.
14. Attends meetings, conferences, and workshops as needed.
15. Conducts related duties as assigned by the Tax Assessor.
16. Performs other work as required.

Deputy Code Enforcement Officer

1. Assists the Code Enforcement Officer in the review of issuance of permit applications for building, electrical, plumbing and other land use activities in compliance with the appropriate municipal, state and federal ordinances and regulations.
2. Inspects buildings and other structures for structural safety, fire safety, sanitation and other standards and requirements according to established inspection procedures to ensure the safety of those buildings.
3. Enforces a wide range of state and local rules and regulations, and assists the Code Enforcement Officer in initiating legal action in relation to the enforcement of the municipal codes and ordinances according to established procedures in order to ensure compliance with appropriate codes and ordinances.
4. Assists the Code Enforcement Officer in enforcing the local Shoreland Zoning Ordinance in accordance with the procedures contained therein.
5. Assists the Code Enforcement Officer in calculating and assessing fees authorized by the municipality.
6. Assists the Code Enforcement Officer in keeping a complete record of all essential transactions of the officer including applications submitted, permits granted or denied, variances granted and denied, revocation actions, revocation of permits, appeals, court actions, violations investigated, violations found and fees collected.
7. Performs plumbing and electrical inspections.

8. Investigates complaints of alleged violations of building, zoning and land use code and ordinances, in coordination with the Code Enforcement Officer.
9. Performs other related work as required.

EDUCATION AND EXPERINCE

Deputy Tax Assessor

1. Associate's Degree with courses in business, real estate, economics or a related field, plus course work related specifically to real estate appraisal or assessing;
2. Five (5) years experience in real estate appraisal field.
3. Certified Maine Assessor
4. Working knowledge of state statutes governing assessment of property taxes; or
5. Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities.
6. Knowledge and ability to us a GIS database.

Deputy Code Enforcement Officer

1. High School Diploma or equivalent
2. Vocational training in building construction/design, or by a college degree in a related field.
3. A minimum of five (5) years in the Code Enforcement/Building Inspector field

DESIRED MINIMUM QUALIFICATIONS

Deputy Tax Assessor

1. Must be a Certified Maine Assessor (CMA) or be able to successfully complete training and certification within two (2) years of date of hire. Must be willing to attend courses and training programs in the field of assessing and appraisal in order to attain and maintain CMA certification.
2. Knowledge of assessment practices, tax laws, and the principles, methods, and techniques of real and personal property valuation is necessary.
3. Ability to exercise sound an independent judgment under the general guidance and direction of the Assessor.
4. Ability to perform mathematics involving ratios, decimals, fractions, and geometric computations.
5. Well-developed organizational skills, attention to detail and accuracy with the ability to work within deadlines.
6. Ability to work with complex records and to collect and organize data from those records for reporting and analysis.
7. Intermediate to advance proficiency in the following computer software/applications. Microsoft Office (Word, Excel, Outlook, and Access)
8. Solid leadership skills with the ability to motivate, coach and counsel.

9. Ability to learn and use a variety of software/applications such as TRIO assessing software, deed plotter, Arcview and GIS application.
10. Ability to prepare and present information to Town officials and to the public.
11. Reasonable keyboarding ability as required for computer data entry.
12. Ability to inspect all areas of buildings including attics and basements.
13. Excellent interpersonal and communication skills with the ability to deal tactfully and effectively with taxpayers, the general public, other municipal employees and Town officials.
14. Must possess a valid State of Maine motor vehicle license with a good driving record.

Deputy Code Enforcement Officer

1. Knowledge of pertinent municipal, state and national building codes and land use regulations.
2. Knowledge of N.F.P.A. Codes.
3. Knowledge of general accepted proper construction materials and methods in building, plumbing and electrical work.
4. Knowledge of legal procedures involved in the enforcement of codes and ordinances.
5. Knowledge of the Department of Health and Human Services, Environmental Division programs and rules.
6. Ability to conduct field inspections, recognize violations and obtain compliance.
7. Ability to deal effectively and diplomatically with contractors, workers, building owners, state and federal agencies, other municipal employees, and the general public often under adverse or strained conditions.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; telephone; copier; facsimile machine, motor vehicle, digital camera, and measuring tools.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing these duties the this position, the employee is regularly required to stand, walk, use hands to fingers, handle or feel objects, tools, or controls, stoop, kneel, crouch, or crawl, and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit and climb or balance. This work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces. This work may require specific, but common,

physical characteristics and abilities such as above average agility and dexterity. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing these duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to various types of weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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 DESCRIPTION

Class Title: Deputy Town Clerk
FLSA: Non-Exempt
Updated: July 17, 2017

Deputy Town Clerk

GENERAL

This is a responsible administrative position, which assists in achieving all activities of the office of the Town Clerk. Work is performed in accordance with the Town Charter, ordinances, and general law.

SUPERVISION RECEIVED

This position is directly supervised by the Town Clerk.

SUPERVISION EXERCISED

In the absence of the Town Clerk exercises supervision over election staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Assist the Town Clerk in conducting elections including preparation and posting of election warrants, issuing nomination papers, preparation of polling places, assignment and training of election clerks, certifying petitions, absentee balloting, attending caucuses and RSU #23 Regional Budget Meetings, supervising the election process and tabulating and completing the election returns.
2. Issues and records DBA's, including scanning, receipt, scheduling, processing, and preparation of Special Event Permits for the Town Council approval; process Pole Permit requests; special permits through CMP for banners, scan contracts, minutes and other material into Adobe, as well as Laserfiche.
3. Manages assigned duties to achieve goals within available resources, reviews progress and makes changes as needed.
4. In conjunction with the Town Clerk serves as a custodian of official Town records and public documents; including minutes of all meetings, contracts, street records, ordinances, and zoning maps. Perform certification and recording for the Town as required on legal documents and other records requiring such certification; seals and attests by signature to ordinances, resolutions, and contracts, easements,

deeds, bonds or other documents requiring Town certification; catalogs and files all Town records, including scanning into Adobe, as well as Laserfiche.

5. Prepares and advertises legal notices of public hearings and meetings, per Charter.
6. Issues marriage licenses; prepares and reports to the State all vital records: births, deaths and marriage; hunting and fishing; and dog licenses. Works with Animal Control Officer to notify unlicensed dog owners.
7. Administers the issuance of municipal licenses in accordance with applicable Town ordinances and other regulations, including, but not limited to, horse permits and parking permits.
8. Administers oath of office to public officials, and employees.
9. Serves as a notary public.
10. Provides research and public records and information to citizens, civic groups, the media and other agencies as requested.
11. Handles counter traffic, including payment processing and cashing up work daily, and answers telephones. Also, balances the Journal Tribune monthly bill, and processes mail on a daily basis.
12. Assist Town Clerk in overseeing appointments to Town Boards and Committees, including processing applications and resignations, monitor the membership levels of committees, advise new appointees of their appointment to various committees; keep permanent record of all appointments.
13. Create and advertise agendas for all Town Council Committees and sub-committees, and assist the Town Manager's Office with advertising/creating Town Council agendas. This includes posting on the Town's website, posting on Town Hall Streams, on the bulletin board in Town Hall, and sending through a distribution list.
14. Assist the Town Clerk in drafting ordinances and amendments to ordinances, including codification of the ordinances.
15. Assist the Town Clerk in generating monthly reports for the Town Manager and post on the website.
16. Assist the Town Clerk in his/her duties as the Freedom of Access Liaison.

17. Assist from time to time in the Tax Office with tax payment collections and Motor Vehicle Registrations.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Associates degree or an equivalent combination of education and experience.

Knowledge, skills, & ability

1. Ability to acquire knowledge and understanding of State Statutes relating to the duties of the Municipal Clerk and Voter Registrar, the Town Charter and Town Ordinances, and State reporting requirements regarding vital statistics, births, deaths, marriages, Inland Fisheries & Wildlife and dog licenses.
2. Working knowledge of the principles and practices of records management techniques and legal requirements regarding recording, retention and disclosure of public records.
3. Strong working knowledge of Microsoft Office Suite (Word, Excel, Outlook, etc.) and Adobe products (pdf reader, pdf writer, etc.)
4. Strong organizational skills and attention to detail with a demonstrated ability to accurately record and maintain records.
5. Strong interpersonal skills and the ability to establish and maintain effective working relationships with other employees, other departments, officials and the public. Willingness and ability to provide excellent customer service.
6. Ability to communicate well both orally and in writing.
7. Ability to maintain strict confidence regarding confidential records.

TOOLS & EQUIPMENT USED

Personal computer and associated software, such as word processing, voter registration (CVR), MOSES, Laserfiche, MUNIS (entry of receipts), Access, and DAVE System; telephone; fax machine; photocopy machine; calculator; cash, check and electronic payment processing and accurate electronic tabulating devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

At times during the year, the stress level will increase, and the Deputy Town Clerk must be able to accommodate that.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tool or controls, reach with hands and arms, bend down and work with voting machines, and may be on their feet during the election(s) for long durations.

During election periods, the employee may be required to work in excess of the standard weekly hours and will be required to work on Election Day for up to eighteen (18) hours, or greater than 18 hours if an emergency exists and additional hours are required.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

POSITION DESCRIPTION

Class Title: Director of Human Resources and Communications
FLSA: Exempt
Date: November 2020

Director of Human Resources and Communications

Responsible for oversight, administration, development and implementation of the Town's Human Resource programs, policies, and procedures in compliance with the Town, State and Federal laws, regulations and requirements, and responsible for the development and implementation of the marketing and communication plans, programs and processes for the Town.

Human Resources: Performs a variety of administrative, technical and professional work including position classification and compensation, employee benefits administration, recruitment and hiring, employee development, policy development, labor negotiations and contract administration, and compliance with state and federal regulations.

Communications: Develops strategies and oversees methods to effectively communicate Town programs and services to residents, property owners and various internal and external audiences and customers, utilizing a variety of communication platforms including social media, website, email, traditional print and broadcast media, and marketing and branding.

SUPERVISION RECEIVED

Reports directly to the Town Manager. Exercises independent judgment based upon knowledge of processes and procedures.

ESSENTIAL DUTIES & RESPONSIBILITIES

Human Resources:

1. Assists departments with training, motivating and evaluating staff; reviews progress and directs changes as needed.
2. Works with departments to develop recruiting strategies and creative recruitment videos.
3. Recruits, interviews, and assists in the selection of employees to fill vacant positions.
4. Assists departments with new employee orientations.
5. Responsible for records of insurance plans; i.e. health, retirement, disability, etc.
6. Prepares employee separation notices and related documentation.

7. Administers the benefit program.
8. Ensures compliance with state and federal laws related to HR, such as ADA, HIPPA and FMLA, and with annual mandatory trainings.
9. Participates in negotiating collective bargaining agreements.
10. Manages and maintains all personnel files for the Town employees, ensuring accuracy and confidentiality of information.
11. Worker's Compensation
 - Oversees all employee claims
 - Processes 1st report of injury, as needed.
 - Sets-up medical appointments, as needed.
 - Oversees the process of payroll (sick time usage) to cover net payroll difference.
 - Ensures workers compensation payments are processed.
 - Assists with questions and/or concerns.

Communications:

1. Develop, implement, and manage the communication strategy for the Town.
2. Produce and distribute official statements and press releases.
3. Produce email marketing campaigns for the distribution lists when appropriate.
4. Update and manage web content and optimize navigation.
5. Write and post social media content including Facebook, Twitter, Instagram, LinkedIn, YouTube, and other social media platforms.
6. Manages the Town Government social media channels.
7. Assists with communication plans and public outreach materials for Departments.
8. Coordinate effectively with other employees/departments to gather information for informational and promotional materials.
9. Works with departments to develop creative content for promotional media and videos.
10. Work with Departments to create community outreach campaigns.
11. Oversees marketing support to Town departments for special events, campaigns, services, and programs.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's Degree or an Associate's Degree in a related field, a minimum of ten years in Human **Resources** administration, ~~a portion of them in municipality as a preference;~~ or any equivalent combination of related education and experience. Working knowledge of contemporary communications platforms derived from significant direct experience.

Several years of municipal government work providing a broad knowledge of municipal operations and services is preferred.

Necessary knowledge, skills, & ability

1. **Extensive** knowledge of principles/practices of human resources management and administration
2. Strong knowledge of Microsoft Office, Adobe software, Internet, and Email Software.
3. **Working** knowledge of municipal policies, processes, procedures, and services.
4. Skill in social media coordination and outreach efforts including Facebook, Instagram, Twitter, YouTube, etc.
5. ~~Skill in demonstrating~~ **Excellent and effective** written and oral communication **skills.**
6. ~~Skill in demonstrating~~ **Strong** organizational **skills** ~~traits and showing close~~ **Demonstrated** attention to detail.
7. ~~Skill in exhibiting~~ **Strong** interpersonal/human relation **skills.** ~~traits.~~
8. Ability to establish effective working relationships with ~~town~~ staff, Town officials, and the public.
9. Ability to handle and coordinate multiple tasks and resources simultaneously with varying priorities.
10. Ability ~~to use email for business communication and the ability~~ to develop clear and concise written reports and proposals.
11. Ability to work independently and in groups and coordinate teamwork to meet deadlines.
12. **Ability to manage stressful situations and provide appropriate and professional guidance to individuals dealing with stressful situations.**

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; laptop; adding machine; telephone; copy machine; fax machine; leveling instruments; and measuring instruments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed under typical office conditions; interruptions are expected. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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**TOWN OF OLD ORCHARD BEACH
JOB DESCRIPTION**

**DEPUTY DIRECTOR
PUBLIC WORKS DEPARTMENT**

FSLA: Exempt

Salary Range \$50,000-\$60,000

Posting Closes: Sept 2, 2021

General Nature of Work

This is a responsible administrative, technical and supervisory position involving the direction of highway, street maintenance, and related projects as assigned.

Supervision

Work is performed under the general supervision of the Department Head with considerable independence of action in accordance with applicable laws and job requirements. Work is evaluated by the Department Head through observation, reports and results achieved.

ESSENTIAL JOB FUNCTIONS

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

- Plans, organizes, directs and inspects the work of Public Works personnel including equipment operators, crew leader(s), foreman, and seasonal/part time workers.
- Organizes, assigns and directs the work of crews engaged in infrastructure repairs, and seasonal repairs to include snow removal and summer seasonal maintenance.
- Assists Public Works Director in
 - Developing Project costs and schedules.
 - Managing the operating and capital budgets.
 - Managing equipment maintenance to include equipment repair and supply budget.
 - Assists in the hiring, training and disciplining of all Public Works employees.
- Maintains reports/spreadsheets for costs associated with specific infrastructure projects.
- Evaluates and documents conditions of infrastructure (roads, sewer, stormwater, sidewalks).
- Directs and coordinates all snow plowing and removal activities.
- Investigates and responds to complaints relative to Town's infrastructure, public right of way maintenance, signage, etc.
- Investigates accidents/incidents in depth and reports findings to the Public Works Director.
- Administers and coordinates training programs for all Public Works employees.
- Coordinate safety and risk management control for Public Works employees.
- Performs other duties as required.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

DESIRABLE EXPERIENCE, TRAINING, AND SKILL

- Knowledge in construction and operation of the municipal streets, sidewalks, bridges, dams and storm water management system.
- Knowledge of the best management practices and principals for public works projects.
- Knowledge of the federal, local and state laws and regulations relating to municipal work and projects.

- Knowledge of methods, tools, equipment and practices of street construction, maintenance and repair.
- Knowledge of types and uses of light and heavy construction vehicles, maintenance and related equipment all required in the construction and maintenance of Public Works activities.
- Knowledge of public administration, personnel and labor relations practices.
- Ability to prepare material and labor cost estimates and to maintain records and prepare work reports.
- Effective leadership skills with the ability to direct and coordinate a variety of Public Works tasks in order to maintain a harmonious relationship with department personnel, and other municipal officials.
- Ability to express ideas effectively, verbally and in writing.
- Ability to work both independently and as a member of the municipal management team.

EDUCATION AND EXPERIENCE

Graduate from a four-year college or university with a degree in Public Administration, Business Administration or a related field.

At least five years of experience in the construction and maintenance of streets and related public works structures and experience in a supervisory capacity is highly desirable. However, a work record demonstrating exceptional responsibility and an equivalent combination of education and experience may be considered in lieu of a degree.

Special Requirements

- Must possess and maintain a valid appropriate State of Maine motor vehicle operator's license and a CDL Class A or B State of Maine license.
- Must reside within close proximity to Old Orchard Beach for a reasonable response time.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Work is performed under all weather and seasonal conditions.
- Operates a computer, general office equipment such as copier, calculator, facsimile machine, and telephone. Must have a working knowledge of all trucks, snow plow and removal equipment, summer maintenance equipment, earth-moving equipment, and be capable of running all Public Works vehicles in emergency situations.
- Makes regular contact with employees, and general public.
- The employee must be physically capable and dexterous enough to maneuver around and supervise all work sites. The employee is required to work nights, weekends and holidays when required.

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

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Submit Resume and Application to:

Town of Old Orchard Beach
 Attn HR Office
 1 Portland Ave
 Old Orchard Beach ME 04064
 Email: fbeaulieu@oobmaine.com
 Fax: 207-937-5732

POSITION DESCRIPTION

Class Title: Executive Assistant

FLSA: Exempt

Salary Range: \$47,000-\$55,000

Executive Assistant to the Town Manager

GENERAL

Reporting directly to the Town Manager, the Executive Assistant provides executive & administrative support to the Town Manager, Town Council and Human Resources. The Executive Assistant serves as the primary point of contact for internal and external communication for the Town Manager, exercising considerable independent judgment, and providing extensive customer relations, including problem resolution. The Executive Assistant serves as Secretary to the Town Council and interacts on a daily basis with department heads, other senior management, and various Boards & Committees. The Executive Assistant reports directly to the Town Manager and works directly with Town Council.

ESSENTIAL DUTIES & RESPONSIBILITIES

Executive Support

1. Daily administrative duties which include but not limited to,
 - a. managing an active calendar of appointments,
 - b. composing and preparing correspondence,
 - c. meeting agendas and compiling supporting documents,
2. Provides communication on behalf of the Town Manager
3. Address resident and other customer inquiries and requests. Respond directly or make referrals to other staff or departments as appropriate.
4. Conducts research and drafts reports for assigned projects.
5. Coordinates meetings for various committees and Town Council.
6. Responsible for development of the Council agenda and packet of materials.
7. Provides administrative support to the Town Council and serves as Secretary per the Town Charter.
8. Devises strategies to address problems.
9. Serves on committees or boards as assigned and attends meetings representing the Town Manager.
10. Serve as the coordinator of Town support to the Summer Work and Travel program, including interactions with program participants, sponsoring agencies, employers and housing providers.
11. Research grant opportunities as directed.

HR and Communications Support

1. Human Resources
 - a. Administratively supports Director of Human Resources & Communications
 - b. Recruiting support
 - i. Assists with seasonal hiring interviews
 - ii. Participates in job fairs
 - iii. Assists with creating marketing material for hiring staff
 - c. Drafting correspondence
 - d. Assists with Benefit open enrollment & benefit changes
 - e. Assists with maintaining confidential information
 - i. Updating employee files
 - ii. Filing disciplinary documents
 - iii. Copying employee records as needed
2. Communications
 - a. Updating Social Media as needed
 - b. Researches other social media platforms and web hosts
 - c. Assists with developing and implementing effective communications utilizing multiple media options.
 - d. Assists with marketing strategy & implementation
 - e. Updates Town website as needed
 - f. Assists with creating documentation to media outlets when necessary

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree with social science or communications background preferred. A working knowledge of Old Orchard Beach community organizations and activities. A minimum of five years of experience in a responsible position requiring independent judgment.

Necessary knowledge, skills, & ability

1. Strong interpersonal skills and the ability to build relationships with staff, elected officials, board members and community members and residents.
2. Proficiency in Windows, including Microsoft Suite.
3. Proficiency with website management preferred.
4. Ability to conduct research and effectively write findings.
5. Demonstrated organizational skills with the ability to prioritize multiple tasks seamlessly
6. Strong attention to details.
7. Ability to work independently, & proactively, with minimal supervision

8. Excellent writing, editing, & grammatical skills
9. Ability to work with a broad range of people
10. Ability to maintain confidentiality at all times with sensitive material.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; laptop; adding machine; telephone; copy machine; & fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed under typical office conditions; interruptions are expected. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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Submit Applications & Resumes to:
Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com

POSITION DESCRIPTION

Class Title: Treasurer/Finance Director

FLSA: Exempt

Salary Range: \$85,000- \$90,000

Treasurer/Finance Director

GENERAL

This is a complex professional, administrative and supervisory position overseeing all of the technical and finance functions in maintaining the fiscal records and systems of the Town and serves as the Chief Financial Officer for the Town.

SUPERVISION RECEIVED

Direct supervision is received from the Town Manager, although considerable independent judgment is exercised in performing the daily functions of the position.

SUPERVISION EXERCISED: Exercises supervision over the Tax Collector, Tax Clerk, Accounts Payable/Payroll Clerk and Staff Accountant.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Acts as the Town's Chief Financial Officer.
2. Complies with the Town Charter. i.e. Article VII Financial Procedure/Budget.
3. Performs cost control activities; monitors revenues and expenditures to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
4. Provides monthly financial reports to Town Manager, all Department Heads and Town Council.
5. Prepares the annual budget with the Town Manager, including all presentation materials submitted to the Town Council and the public. This may include up to 13 weeks of attending Town Council Meetings during the budget process.
6. Serves as Chief Financial Advisor to the Town Manager.
7. Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
8. Supervises the collection of all town revenues, including but not limited to taxes, various fees, motor vehicle excise taxes, and all other receipts in accordance with laws and regulations.
9. Oversees the posting and reconciliation of ledgers and accounts on a quarterly basis.
10. Responsible for the debt structuring of all town borrowings. This to include securing the best possible bond ratings for each issuance.

11. Oversees Accounts Payable processing.
12. Oversees Payroll processing along with submitting quarterly 941 reports.
13. Oversees W-2 processing at the end of the calendar year.
14. Oversees and is responsible for the investment of Town funds.
15. Develops financial studies and plans. Forecasts, estimates and monitors the financial condition of the Town to assure the fiscal well-being of the Town.
16. Responsible for the year-end audit process and preparation for the same. This to include the preparation of the Town's Comprehensive Annual Financial Report in compliance with GFOA guidelines.
17. Develops finance and related ordinances and resolutions.
18. Responsible for all Town insurances and management of claims filed on each.
19. Determines department work procedures, prepares work schedules, assigns duties and examines for exactness, neatness and conformance with policies and procedures; and studies and standardizes procedures to improve efficiency and effectiveness of operations.
20. Trains, motivates and evaluates department staff; assists subordinates in performing duties; adjusts errors and complaints; maintains harmony among workers; and resolves grievances.
21. Gathers, interprets and prepares data for studies, reports and recommendations with a constant proactive approach towards saving money for the Town.
22. Coordinates department activities with other departments and agencies as needed.
23. Oversees the central computerized financial and management information system of the Town.
24. Oversees the IT and Telecommunication services of the Town.
25. Makes presentations and provides professional financial advice to the Town Council, Town Manager, department heads, boards, committees, civic group, and the general public.
26. Perform general management duties as assigned by the Town Manager.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited four-year college or university with a degree in accounting, finance, business or public administration, or a closely related field, and three (3) years of progressively responsible municipal finance work.

Necessary knowledge, skills, & ability

1. Extensive knowledge of modern governmental accounting theory, principles and practice.
2. Considerable knowledge of internal procedures and management information systems.
3. Extensive knowledge of public finance and fiscal planning.
4. Considerable knowledge of office automation and computerized financial applications.
5. Considerable knowledge of payables, receivables, and payroll.
6. Ability to prepare and analyze complex financial reports.
7. Ability to maintain efficient and effective financial systems and procedures.
8. Must be detailed oriented.
9. Highly skilled at learning previous budgets, CIP, municipal bonds, and enterprise funds, if necessary.
10. Ability to plan, assign and supervise the work of subordinates.
11. Ability to establish and maintain effective working relationship with Town Manager, Assistant Town Manager, Department Heads, Town Council and employees.
12. Ability to work with the Human Resource Manager on budgetary/personnel matters, and employee benefits.
13. Ability to communicate well both orally and in writing.
14. Able to support the Town Manager in his/her role by providing financial guidance; i.e. spreadsheets, suggestions, overviews, and explanations (both public and private meetings).

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; mainframe computer system; adding machine; telephone; copy machine; fax machine; leveling instruments; and measuring instruments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually normal for business office activity.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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Attn HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com
Fax: 207-937-5732

POSITION DESCRIPTION

Class Title: Deputy Fire Chief

FLSA: Exempt

Salary Range: \$70,000 to \$80,000

Posting ends when position has been filled

Deputy Fire Chief

GENERAL

This is a responsible administrative, supervisory and technical position focusing on firefighting, fire prevention and rescue activities of the Old Orchard Beach Fire Department.

SUPERVISION RECEIVED

Direct supervision is received from the Fire Chief, although considerable independent judgment is exercised in carrying out the daily functions of this position.

SUPERVISION EXERCISED

Deputy may supervise the following:

1. Career Officers
2. Career Firefighter/medics
3. Ambulance Billing Clerk
4. Call Department Firefighters
5. Call Department Officers
6. Call Department Fire-Police
7. Part-time EMT's
8. Lifeguard Captain

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responds to and takes command at major fires and hazardous incidents.
2. Sets and implements standard operating procedures and policies of the department.
3. Coordinates and oversees:
 - a. Department training in firefighting and life-saving methods
 - b. Hazardous material control and clean-up
 - c. The use of equipment and all other property of the department
 - d. The assignment and discipline of personnel
 - e. Juvenile Fire Safety Program
 - f. Learn not to Burn Program
4. Directs:
 - a. Maintenance and replacement of firefighting and rescue equipment
 - b. Fire prevention activities including inspections, fire permits, alarm maintenance and fire investigations in cooperation with State and local authorities
 - c. EMS quality assurance program and supervises quality of assurance of paramedics.

5. Supervises the administrative details of the department, including the requisition of materials, supplies and equipment and the maintenance of department records and reports.
6. Aides with:
 - a. Department budget including the approval of all expenditures
 - b. Commentary on fire and rescue related matters to present to the City Council.
7. Participates in:
 - a. Collective bargaining negotiations with fire union personnel and administrative staff
 - b. Member of the Town's Safety Committee
8. Serves as:
 - a. Town Fire Investigator with regard to arson investigations
 - b. Town Infectious Control Officer with regard to blood borne pathogens and other infectious diseases to ensure compliance with OSHA standards
 - c. Emergency Management Director
9. Training:
 - a. Conducts, schedules and oversees all Firefighter and Officer training for full time firefighters/medics, call force and per diem members
 - b. Creates, updates and maintains written training documentation.
10. Performs Fire Codes and Fire Prevention:
 - a. New construction inspection
 - b. Changes in occupancy
 - c. Certificates of occupancy
 - d. Fire Code enforcement
11. Reviews fire and ambulance reports prepared by subordinates for filing with State and Federal authorities.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

EDUCATION/EXPERIENCE

Bachelor's Degree from an accredited four year institution, with a focus on Public Administration, Business Management, Fire Science or related field of study preferred or an equivalent combination of education, training and experience. A minimum of ten (10) years of experience in firefighting positions, including a minimum of three (3) years of Officer experience in fire service or any equivalent combination of education and demonstrated experience; extensive knowledge and experience in emergency medical services, fire suppression and emergency management. A team player with the ability to lead, motivate and direct the activities of the Fire Department personnel is highly sought.

SPECIAL REQUIREMENTS

Fire Officer II, , Hazardous Materials Operations level, Incident Command experience, SCBA qualified, Firefighter Training Certificate, Incident Safety Officer, Minimum EMT Basic, Paramedic preferred, State of Maine Class C driver's license.
Must live within a 20 minute response area.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Extensive knowledge and experience in:
 - a. Firefighting equipment
 - b. Firefighting methods and techniques
 - c. Hydraulics and fire prevention
 - d. Emergency first aid and life saving techniques
 - e. Rules and regulations of department
 - f. Fire prevention laws and ordinances
 - g. Knowledge of Fire Code Regulations
 - h. Hazardous materials control
 - i. Geography – Town street system, water supply and hydrant system
2. Ability to:
 - a. Make sound decisions in the effective direction of fire and rescue personnel and equipment under emergency conditions
 - b. Review, analyze and forecast the departmental budget
 - c. Exercise significant character and leadership in extreme disasters
 - d. Plan, assign and oversee the work of several subordinate operating units
3. Strong communication skills both orally and in writing.
4. Strong interpersonal skills and the ability to establish and maintain effective working relationships with outside agencies, municipal officials, employees and the general public.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; computer network system; calculator, phone; copy machine; fax machine, and all fire and rescue related equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. Employee is frequently required to lift heavy objects, move large equipment, walk, run, climb stairs and perform all other physical actions necessary in a fire or rescue operation.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal for business conditions to extremely loud, dangerous and stressful conditions. Employee is occasionally exposed to extremes in weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Application and Resume to:
Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com
Fax: 207-934-0755
Application: <https://www.oobmaine.com>

POSITION DESCRIPTION

Class Title: Full-time/part time **Fire Inspector**

FLSA: Non-Exempt

Date Posted: November 18, 2019

Salary Range: **\$20.00 - \$24.50 *Pay rate is decided by education, certifications, and licenses***

Job Posting Closes: When Filled

Apply online: www.oobmaine.com or click [here](#)

Position Title: Fire Inspector

General Purpose/Summary Statement: This is a responsible support position assigned to the Fire Dept. involving skilled and technical field fire inspections

Supervision Received: Any direct supervision is received from the Fire Chief; although, considerable independent judgment is exercised in performing the daily functions of the position.

Supervision Exercised: No supervisory role.

Essential Duties & Responsibilities:

1. Enforce fire and life safety codes firmly, tactfully, impartially, and consistently; understand and carry out instructions or directives with a minimum of supervision; adhere to prescribed routines and practices, and provide logical and constructive suggestions or recommendations.
2. Perform all Fire Inspector related duties as identified in the Town of Old Orchard Beach Code of Ordinances and Maine State Statues.
3. Work with the Fire Chief or his designee to ensure life safety standards are met in all occupancies. Work in co-operation with the towns Code Enforcement Office to ensure life safety standards are met in all occupancies.
4. Work with Fire Chief or his designee and State Fire Marshal's Office to ensure fire suppression and detection systems are properly maintained in commercial and residential occupancies.
5. When requested, work with the Fire Chief or his designee, Police Investigations Division and State Fire Marshal's Office investigators to determine the origin and cause of fires within the town.
6. Conducts inspections of fire protection systems and devices in buildings and structures within the town such as, but not limited to sprinklers, portable fire extinguishers, heat and smoke detectors, and other private protection devices.

7. Orders corrections and remedies of hazardous conditions where they exist and follows through until disposition is satisfactory.
8. Investigates and reports on complaints received from any concerned person, group, or agency on matters concerning hazardous conditions or practices.
9. Prepares documents and submits electronic, oral and written reports, as required, to include, but not limited to: daily routine sheets, inspection reports and investigative reports.
10. Reports violations to the Fire Chief
11. Reads plans to assure that proper fire safety requirements are being incorporated into site plans, building design, renovations, and new building construction if requested by the Fire Chief.
12. Assists the Code Enforcement Office in attaining technical information in the area of fire prevention.
13. Other duties as assigned by the Fire Chief.
14. Conduct or assist in delivery of classes regarding pertinent standards or information related to safety and inspection techniques.

Desired Minimum Qualifications

Education and Experience: Graduation from high school or equivalent. At least two years of experience in the field of Fire Service and/or Code Enforcement; or a combination of related experience and training preferred. Must be familiar with Maine State Statutes, NFPA Codes, Maine Building Codes, and local Ordinances and Codes. Must possess a valid State of Maine Driver's License. Firefighter 1 & 2 /EMT preferred.

Must possess a valid State of Maine driver's license, with a record that is acceptable to the fire chief, their designee and the insurance carrier for the Town of Old Orchard Beach

Necessary Knowledge, Skills & Abilities

1. Knowledge of the principles and practices of fire safety and inspection techniques.
2. Considerable working knowledge of National Fire Codes, Life Safety Codes, State and local fire codes, laws and ordinances.
3. Extensive knowledge of fire hazards found in various occupancies; of characteristics and behavior of smoke and fire and their effects on human life; of storage and handling of combustible, flammable and explosive materials; of

modern practices to guard against the occurrences of fire or minimize losses and the most current means of protection.

4. Demonstrates working skills in the use of manual, mechanical and electronic tools and equipment as required to perform duties.
5. Strong skills in oral and written communications.
6. Assume assigned tasks or projects, work independently, effectively and efficiently with the public on routine, stressful or complex issues.
7. Perform under stress and accomplish assignments within short or immediate deadlines when required.
8. Ability to maintain a variety of records, organize data and prepare standard reports from records.
9. Strong interpersonal skills, be objective and the ability to establish and maintain effective working relationships with outside agencies, businesses, municipal officials, employees and the general public.
10. May respond to Fire /EMS calls if needed and requested by the Fire Chief or their designee.
 - a. At a minimum shall meet the qualifications as set forth to become an Old Orchard Beach Per-diem Firefighter.

Tools & Equipment Used

Personal computer, including word processing and spreadsheet software; calculator; phone; copy machine; fax machine; tape measure; flashlights; small hand tools; personal protection equipment.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met or encounter on an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or her, use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. This position requires walking, standing, kneeling, bending, stooping, driving, equipment operation and depth perception.

The employee will work inside an office environment or outside in various weather conditions from heights, on uneven surfaces, with radiant energy, in

dusty conditions, and may handle solvents and chemicals. The employee may be exposed to hazardous materials and hazardous environments.

The employee must occasionally lift and/or move 45 pounds or more.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment varies from moderate to loud.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, in consultation or negotiation with the Exclusive Representative of the bargaining unit when applicable, as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Reviewed and agree to this ____ day of _____, 2019.

Employee

Town Manager

POSITION DESCRIPTION

Class Title: General Assistance Administrator
FLSA: Exempt
Schedule: 20 hours/weekly with potential to increase
Pay: \$20.00-\$25.00 based on experience
Posting Closes: when position is filled

General Assistance Administrator

GENERAL

This is responsible administrative work directing the Town General Assistance Program. This position is responsible for dispensing welfare assistance, including processing applications, determining eligibility, and providing other necessary assistance. This position also has responsibility for supervising and directing the department's activities including maintaining the budget, keeping records of departmental activities, and making reports.

SUPERVISION RECEIVED

Work is performed under the general direction of the Town Manager with considerable independence.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Processes applications for general assistance which include but not limited to: reviewing application, interviewing clients, investigates and determines need in accordance with applicable state guidelines and determines the amount and type of assistance necessary.
2. Maintains liaison with and makes referrals to various local, state and federal agencies or other human service organizations.
3. Attend meetings and represent Town on matters dealing with welfare, housing and mental health and other social work programs.
4. Maintains detailed account and client records; prepares records as required by local, state and federal guidelines, including submitting electronic reports to the State of Maine through WELPAC.
5. Keeps informed on legal and administrative changes in regulations to the Town's General Assistance responsibilities.
6. Responds to calls for emergency assistance after work hours as needed.

7. Performs related work as required.

EDUCATION

High School Diploma or equivalent with experience in welfare administration or social work. Bachelor's Degree in Social Work and/or related field preferred.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Thorough knowledge of State of Maine General Assistance laws, guidelines, WELPAC DATABASE and pertinent regulations and ability of applying the law and regulations to departmental operations and/or the ability to obtain the knowledge.
2. Thorough knowledge of other agencies to which clients may be referred for services needed and ability to maintain effective working relations with those agencies.
3. Thorough knowledge of the theory and practice of welfare administration and the social factors of poverty, substance misuse and homelessness involved in cases.
4. Effective communication skills, especially verbal and listening.
5. Ability to work independently following statutory and general policy guidelines.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is typical for a business office.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit application to:

Town of Old Orchard Beach
1 Portland Ave
Old Orchard Beach ME 04064
Attn: HR Manager
Fax: (207) 937-5732
Email: fbeaulieu@oobmaine.com

POSITION DESCRIPTION

Class Title: Part Time Deputy Code Enforcement Officer
Hours: 20 hours weekly (Monday, Wednesday & Fridays preferred)
FLSA: Non-Exempt
Date: April 26, 2016
Salary: based on experience
Posting ends: May 10, 2016 at 3pm
Submit Applications & Resumes to:
Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com

Part Time Deputy Code Enforcement Officer

GENERAL

This is a professional, administrative and technical position in the enforcement of building and zoning codes, business licenses, plumbing permits and inspections, electrical inspections, and other Town regulatory requirements for the Town of Old Orchard Beach, Maine (OOB). The position is responsible for assisting the Code Enforcement Officer with building, plumbing, electrical, and zoning inspections, reviewing permit applications, business licensing, floodplain coordination, and occasional staff support for the Board of Appeals, Business License Administrative Board the Town Council.

SUPERVISION RECEIVED

Direct supervision is received from the Code Enforcement Officer, although considerable independent judgment is exercised in carrying out the daily functions of the position.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Checks buildings under construction, alteration or repair for compliance with the Town's building, plumbing, electric codes, and zoning ordinance.
2. Conducts Commercial Electrical inspections within the town.
3. Inspects business license establishments when needed.
4. Reviews construction and plot plans for code compliance before issuing building permits.
5. Conducts inspections on existing structures and buildings for code compliance and issues letters of correction.
6. Provides information on Municipal Ordinances zoning, building related codes, floodplain status and other data as requested by citizens and clients.

7. Reviews applications for building or occupancy permits.
8. Investigates complaints of possible code, building, plumbing and electrical violations, and initiating appropriate action to insure compliance as necessary.
9. Acts as staff resource on the Zoning Board of Appeals and Business License Administration Board as necessary.
10. Issues plumbing permits for internal and external installations, including septic systems and sub-surface waste water disposal systems.
11. Remits required Plumbing and Subsurface fees to the State.
12. Performs plumbing inspections at various stages of construction as dictated by the State Plumbing Code.
13. Attends continuing education on plumbing, subsurface wastewater, basic code enforcement, shore land zoning, standard zoning and land use laws, Maine Uniform Building and Energy standards towards State Certification
14. Inspects new sewer connections to existing municipal sewer lines with regard to new structures.
15. Responds to public inquiries regarding all applicable regulations.
16. Light filing of various forms, and documentation.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School diploma or GED certificate is required. Graduation from a four-year college with a degree in business, management, engineering, public administration or related field, or graduation from a two-year college or previous Code experience is preferred. Any combination of training and experience with progressively responsible experience in the construction, electrical or plumbing trades which render the individual capable of performing the requirements of the job effectively and efficiently will be considered. Position will require state certification as a Code Enforcement Officer and Local Plumbing Inspector. If not certified, certification must obtain within one year. Candidates who have some but not all requirements are encouraged to apply, as there will be some on the job training.

Necessary knowledge, skills, & ability

1. Knowledge of the following Codes:
 - a. IBC-IRC Codes 2009-2015
 - b. NEC 2014
 - c. State Plumbing Codes
2. Extensive knowledge of modern building construction practices and methods, materials and equipment, and of various stages of construction when possible, violations and defective work that may most practicably be observed and subsequently ordered to be corrected.

3. Working knowledge of any applicable building, electrical, plumbing, heating, health, zoning code and related laws and ordinances.
4. Considerable knowledge of the principles and practices of building construction and code administration as applied to the enforcement of building regulations and maintenance.
5. Ability to understand and interpret complex construction plans and specifications, codes, statutes, and ordinances.
6. Strong interpersonal skills and the ability to establish and maintain effective working relationships with employees, other departments, officials, developers, contractors, architects, engineers, attorneys, and the general public.
7. Ability to use Microsoft Office Suite (Word, Excel, etc.) efficiently.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; mainframe computer system; calculator; telephone; copy machine; fax machine; leveling instruments; and measuring instruments.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tool or controls, reach with hands and arms and drive a car. The employee is occasionally required to traverse a variety of terrains at construction sites, climb ladders and climb scaffolding

WORK ENVIRONMENT

The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is normal for business office activities. Occasionally the Code Enforcement Officer is exposed to loud construction sites in a variety of weather situations.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

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Old Orchard Beach Police Department

Title: PD Clerk

Date: May 25, 2016

Pay Range: \$13.00 hourly

Hours: 15 hours per week

Number of Openings: 1

Posting ends: June 3, 2016

Send completed applications & resumes to:

Town of Old Orchard Beach
Attn: Human Resources
1 Portland Ave
Old Orchard Beach ME 04064

Fax: 207-934-0755

Email: fbeaulieu@oobmaine.com

The Clerk works a varied schedule of evenings and weekends.

The position works under the supervision of the Deputy Police Chief and assists the Administrative Assistant and Court Clerk.

Responsibilities include but are not limited to:

1. Assisting residents at the lobby window-direct to speak with proper department of officer(s)
2. Refer call for complaints that come in to the lobby to Scarborough Dispatch-they will assign an officer to the call
3. Issue Concealed Weapons applications
4. Issue property check forms-ensure that information is correct
5. Issue permit to go for inspection or registration
6. Parking tickets-priority during the summer months
 - a. Enter parking tickets into IMC making sure all information is correct and matches the ticket being entered
 - b. Accept parking ticket payments, issue receipts and match up to originals
 - c. Enter parking ticket payments into IMC
 - d. File parking tickets
7. Filing-assisting to file various departmental records
8. Data Entry of additional department information
9. Surveys
 - a. Send survey letters to citizens regarding response to call by residents
 - b. Send survey letters to people involved in traffic stops/arrested/ warned
10. Assist with any other projects that are assigned to include copying, faxing or other.

Desirable Experience and Training:

Proficiency with Microsoft Office products (Word, Excel, Publisher, Outlook, etc)

Experience with multi-line phone systems

Experience with IMC desired but not required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. This position requires full range of body motion, to include standing, bending, sitting, kneeling, lifting, reaching and moving about quickly and safely in and around all Town facilities and equipment.

Employees in this position must have the ability to communicate to see clearly and must have fine motor dexterity in both hands.

Selection Guidelines

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

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POSITION DESCRIPTION

Class Title: Planning & Codes Administrative Assistant
FLSA: Non-Exempt
Date: February 13, 2017
Number of Positions: 2

Planning & Codes Administrative Assistant

GENERAL

This is an administrative support position requiring responsibility in performing administrative support duties for the Planning, Code Enforcement, Business Licensing, and Passport Office. A wide range of work is performed with a minimum of supervision from the Town Planner and/or Code Enforcement Officer. Duties require a general knowledge of various Town ordinances and regulations, as well as, numerous Town programs. Many functions require independent judgment based on knowledge of existing procedures and policies. Position requires a great deal of public interaction, both on an informational basis as well as handling complaints. Work is normally subject to review.

SUPERVISION RECEIVED

Direct supervision is received from the Town Planner and/or Code Enforcement Officer and Business Licensing Administrator, although considerable independent judgment is exercised in carrying out the daily functions of the position.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Composes and types minutes, agendas, letters, memorandums and other materials and conducts mailings primarily for Planning Board, Design Review Committee, Zoning Board of Appeals, and Comprehensive Plan Committee.
2. Operates computer terminal for data entry, word processing, and numerous other miscellaneous functions.
3. Help with passport questions, collect and process passports.
4. Assists the Town Planner and Code Enforcement Officer in the compilation and preparation of ordinances, codes and procedures. Schedule inspections for Code Officers / get paper work together for inspections.
5. Maintains comprehensive electronic and hard copy filing system.

6. Greets visitors, answers questions, and gives directions and information. Explains departmental rules, ordinances and regulations, forms and applications and handles routine complaints or inquiries made by phone or in person.
7. Works closely with Town Staff regarding permit and licensing regulations, administration, and policy problems.
8. Prepare business license notices to be posted and given to the Assistant Town Manager for Council agenda.
9. Processes the issuance of various state and municipal business licenses as governed by State Statutes and Town ordinances.
10. Accept and help customers with Building, Electrical or Plumbing Permits and Sewer Connection applications. Enters permits and licenses into applicable software systems.
11. Assists with the administration of various grants.
12. Collect fees and cash up each workday.
13. Performs additional work as required.

EDUCATION

High School diploma or GED certificate is required. Diversified and responsible office experience, considerable post-secondary education in business, secretarial sciences or other relevant courses of study, or the equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Must develop an understanding of Old Orchard Beach Code of Ordinances relevant to responsibilities and also become familiar with various State Statutes governing municipal licensing and permitting
2. Ability to establish and maintain effective working relationships with Town officials, employees, business establishments and the general public.
3. Proficiency in Microsoft Office, Excel and Access and ability to learn other software applications as required.

4. Ability to organize work, set priorities, have excellent oral and written communication skills and the ability to work with minimal supervision.
5. Experience in composing and preparing effective correspondence; ability to edit and write report materials.
6. Ability to work independently as well as in a team environment.
7. Must be self-motivated, organized and able to work at a high degree of accuracy.
8. Proficient knowledge of general office equipment.
9. Strong time management/organizational skills.
10. Ability to communicate effectively orally, electronically and in writing.
11. Ability to maintain a high degree of confidentiality.
12. Excellent customer service skills and ability to interact and establish effective working relationships with other departments, elected officials and general public.
13. Ability to attend monthly evening meetings for the purpose of taking minutes.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; primary Town Hall computer server; telephone; copy machine; and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee is frequently required to walk, talk, hear, sit, use hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this position include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry up to 10 pounds. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

POSITION DESCRIPTION

Class Title: Administrative Assistant
FLSA: Non-Exempt
Date: November 10, 2016

Administrative Assistant

Police Department

GENERAL

The Administrative Assistant performs highly responsible administrative and secretarial work in an extremely busy environment.

The Administrative Assistant is required to perform his/her duties with a great degree of independence, to use tact and proper judgment in answering to inquiries and to determine the correct course of action in matters where confidentiality may be an issue.

SUPERVISION RECEIVED

The employee is directly responsible to the Police Chief.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Greet visitors, answer questions, answer telephones, and provide directions and general information. Respond to inquiries, take messages or make appropriate transfers as needed.
2. Conduct self in a professional and courteous manner and establish and maintain effective working relationships with other department personnel, agencies, elected officials and the public in general.
3. Must maintain the confidentiality of department and administrative duties as appropriate.
4. Prepare and submit payroll requisitions.
5. Maintain all-time records.
6. Deposit all monies received from fees and requests for copies of reports.
7. Receive and respond to all requests for copies of reports from the general public and insurance companies.

8. Oversee the maintenance and contracts for office machines and other related equipment.
9. Maintain current files on all department rules, regulations, standard operating procedures, general orders, personnel orders, special orders and administrative memoranda.
10. Prepare purchase orders for vendor purchases and create and submit requisitions for payment.
11. Process all workers compensation claims and manage work related injuries and medical appointments.
12. Manage police department website updates.
13. Process concealed weapons permits and maintain appropriate files.
14. Make all necessary arrangements for agency travel.
15. Provide assistance to training supervisor as needed.
16. Maintain incarceration records for monthly reports to Bureau of Corrections.
17. Perform other such duties and tasks as directed.

EDUCATION

1. Must possess High School Diploma or GED.
2. An Associate's Degree in Secretarial Science desired.
3. One or more years' experience in a responsible clerical position which required the use of independent judgment.
4. Experience in executive management environment desired but not required.
5. Experience with various office equipment to support department functions.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

1. Considerable knowledge of modern office practices and procedures.

2. Considerable knowledge of the department's computer systems and their software. Strong knowledge of Microsoft is a desired.
3. Possess strong bookkeeping skills.
4. Possess strong organizational and time management skills.
5. Possess good knowledge of department operations.
6. Must be detail-oriented.
7. Possess good knowledge of business grammar, vocabulary and spelling.
8. Ability to maintain well organized and accurate records & files.
9. Ability to communicate effectively in written and oral form.
10. Ability to accurately transcribe letters and reports.
11. Ability to type quickly and accurately.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; photocopy machine, adding machine, and other office equipment as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is also occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually normal for business office conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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Submit Applications & Resumes to:

Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com

Class Title: Chief of Police
FLSA: Exempt
Date: October 2014

Chief of Police

GENERAL

The Chief of Police is the chief administrative officer, the appointing authority, and the final Departmental authority on all matters of policy, operations and discipline. He/she exercises all lawful powers of his/her office and issues such lawful orders as are necessary to ensure the effective performance of the Department. Activities are conducted with considerable operational independence and personal judgment.

The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the Department and the training of its personnel. S/he is also responsible for the Department's continued and efficient operation, the enforcement of rules and regulations within the Department, for the completion and forwarding of such reports as may be required by proper authority, and for the Department's relations with local citizens, local government and other related agencies.

SUPERVISION RECEIVED

General administrative direction is received from the Town Manager although the Police Chief is expected to exercise considerable independent judgment in performing his/her job.

SUPERVISION EXERCISED

The nature of this position requires a considerable degree of oversight and leadership authority over a wide latitude of department operations. While every rank subordinate to this position is subject to its directives through the chain of command, direct supervision is exercised over the following positions:

- Deputy Chiefs of Police
- Administrative Secretary

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Serves as a representative of the Town of Old Orchard Beach, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions with other employees, elected officials, and the public.

2. Organize, direct and control all resources of the Department to preserve the peace, protect persons and property and enforce the law.
3. Reviews and analyzes reports and statistics to determine effectiveness of police services and areas for improvement.
4. Confers with staff and others with respect to police functions, services, and operations, and formulates and implements policy, procedures and methods of operation.
5. Maintains accessibility and responds to concerns and issues brought about by the general public, business interests of the community and media representatives.
6. Consults with Town Manager regarding the formulation and implementation of goals and objectives and long-range strategic planning.
7. Maintains contact with special interest, civic, news media and other group/community functions to promote the positive public relations of the department.
8. Makes presentations to these groups as needed to promote public awareness of the law enforcement function and explain the goals, missions, and function of the department.
9. Attends special and regular meetings of the Town Council, and other Town commissions and groups as necessary.
10. Fosters and encourages liaison between other law enforcement and social service agencies through a mutual exchange of information and personal contacts.
11. Directs and controls departmental personnel activities; delegates authority as appropriate to the situation; maintains departmental discipline and morale.
12. Remains abreast of all Department affairs, ensuring that the duties and responsibilities of members and employees are being properly discharged.
13. Provides for investigation into all cases of alleged or apparent misconduct by Department personnel.
14. Monitors the selection, training, promotion, and disciplinary practices of the department to ensure compliance with applicable contracts and laws; participates in collective bargaining process with other Town officials.
15. Authorizes major personnel actions and organizational changes.
16. Assumes command when appropriate in emergency situations and determines tactics/strategies that directly affect the safety and security of lives and property.
17. Meets frequently with command staff to discuss projects, formulate procedures and new programs, resolve operational problems and generally keep abreast of issues affecting the Department.
18. Prepares the annual departmental budget and maintains control over expenditures.
19. Serves on statewide and/or national committees as needed.
20. Serves on Town boards and committees as needed.
21. Advises the Town Council and Town Manager on parking and traffic issues.
22. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.

DESIRED MINIMUM QUALIFICATIONS

1. Thorough knowledge of contemporary law enforcement administration and management principles and methods.
2. Thorough knowledge of local, state, and federal laws, ordinances and regulations applicable to enforcement responsibilities of the department.
3. Thorough knowledge of human resource management principles as related to the leadership, training, placement, and evaluation of police personnel.
4. Ability to review, analyze and forecast the department budget.
5. Thorough knowledge of technical principles and methods of crime analysis, crime detection, criminal identification, crime prevention, and emergency communications.
6. Skill in both oral and written communications for the effective development and presentation of departmental reports.
7. Ability to lead and direct the activities of a diverse Department comprised of sworn and civilian personnel at entry, post-probationary, supervisory and command levels, and promote harmonious relationships and good morale in the agency.
8. Ability to establish and maintain cooperative relationships with other Town officials; the general public; state, county, and federal authorities; and others contacted in the course of duty.
9. Ability to demonstrate resourcefulness and sound judgment in emergencies.
10. Ability to be sensitive to the social realities of the community and of the need to enhance well-being and stability throughout all sectors of the community.

EDUCATION AND EXPERIENCE

1. Must possess a bachelor's degree in law enforcement and ten (10) years of progressively responsible police experience as an officer, including five (5) years of law enforcement supervisory and administrative experience; or any equivalent combination of experience and training.
2. Must have graduated from the Maine Criminal Justice Academy fulltime school, have been waived, or be eligible for such a waiver by the Academy.
3. Must possess a valid motor vehicle operator's license as required by the State of Maine.
4. Possession of or satisfaction of the requirements for a Maine Criminal Justice Academy Executive Certificate preferred.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheet software; telephone; public safety radio; copier; facsimile machine, and firearms, as well as any other equipment required by law, practice or duty.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to:

- Walk or stand, sometimes for long periods of time, in adverse weather conditions.
- Run, sometimes sprinting at a high rate of speed for a short distance, over unsafe terrain or in adverse weather conditions.
- Climb or jump over obstacles
- Crawl under or through obstructions and in confined areas.
- Use body force to gain entrance or break through barriers.
- Push, pull, drag or carry objects or persons.
- Sit for extended periods of time.
- Restrain or subdue violently resistive subjects.
- Maintain mental alertness and a readiness to act, even during periods of calm and inactivity.
- Endure and withstand exposure to verbal, mental and physical abuse, including threats, taunts and insults to self, family or profession, reacting only in a professional, legal and procedurally acceptable manner.
- Perform a variety of tasks involving different and sometimes contrasting skills in rapid succession during short periods of time.
- Work patrol shifts 8 to 12 hours in length and adapt to irregular working conditions.
- Sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually normal for business conditions. It can occasionally and unpredictably become extremely loud, dangerous and stressful. Employee is occasionally exposed to extremes in weather conditions.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

TOWN OF OLD ORCHARD BEACH, MAINE
DIRECTOR OF PUBLIC WORKS

The Town of Old Orchard Beach is seeking a Director of Public Works. Old Orchard Beach is Maine's premier beach community with a year round population of 9,000 residents and a seasonal population swelling to 50,000 or more people. The Public Works director is responsible for maintenance of streets, sidewalks, sewer infrastructure, parks and open space and the Beach. The director oversees winter operations and fleet and equipment maintenance. The Department has 13 full time employees, a \$1.5 million operating budget and a \$ 1 million capital improvements budget.

The ideal candidate will be a highly motivated public works professional with extensive experience in municipal maintenance and infrastructure operations, management of people, projects and budgets, and a thorough knowledge of overseeing or directing road, sewer, stormwater and other municipal infrastructure projects.

A four year degree in engineering, public management or construction management is preferred and a professional engineering certification is advantageous.

The salary range is \$70,000 - \$82,000, depending on qualifications. The Town has a very competitive benefits package of vacation leave, paid holidays, health insurance, and the option to participate in one of two retirement programs.

More information can be found on the Town's web site at www.oobmaine.com along with the employment application. Applications are due no later than 3:00 p.m. on Friday, October 21, 2016 and sent to:

Submit Applications & Resumes to:
Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com

The Town of Old Orchard Beach is an equal employment opportunity employer.

Questions regarding the position may be sent to lreid@oobmaine.com or calling 207-934-5714, extension 1526.

Director of Public Works

GENERAL

This is a highly responsible administrative and advanced technical position directing all elements of public works operations including sewers and storm drains, streets and sidewalks, vehicles and equipment, infrastructure maintenance and improvements, winter operations, beach management, and personnel management.

SUPERVISION RECEIVED

Supervision is received directly from the Town Manager, although considerable independent judgment is exercised in the everyday operations of the department.

SUPERVISION EXERCISED

Direct supervision is exercised over all positions in the Public Works Department.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Oversees the operation of the Public Works Department's Administrative office.
2. Develops and administer the Department's operating budget, capital budget, and the Capital Improvements Plan (CIP).
3. Formulates and directs department policies and programs.
4. Prepares and administers the operating and capital budgets of each division.
5. Schedules and oversees departmental work operations on a daily basis.
6. Prepares technical specifications, assists in the bidding process; evaluates and makes recommendations to the Town Manager and the Town Council regarding major purchases.
7. Makes presentations to the Town Council and other appropriate groups concerning public works matters.
8. Provides technical advice as needed to other departments.
9. Implements, oversees and directs the design, investigation, survey, construction and inspection of Town projects, including highways, streets, sidewalks, and sanitary and storm sewers and drains.

10. Confers with independent engineering consultants regarding site plan review services and submits written opinions to the Planning Board as required.
11. Interprets and enforces ordinances pertaining to public improvements.
12. Plans and directs personnel training programs.
13. Receives, responds to, and appropriately resolves citizens' complaints.
14. Attends meetings and seminars regarding current and new public works and wastewater treatment issues, policies and regulations.
15. Directs overall activities of the vehicle maintenance garage and sets priorities for the repair of all municipal vehicles.

DESIRED MINIMUM QUALIFICATIONS

1. Thorough knowledge of current literature, trends and development in the field of municipal public works administration.
2. Considerable knowledge of the local, state and federal laws and regulations applicable to municipal public works activities.
3. Ability to plan, direct and coordinate the work of subordinates.
4. Ability to administer a negotiated employee union contract.
5. Ability to express ideas effectively, both orally and in writing.
6. Ability to establish and maintain effective working relationships with governmental officials, other agencies, subordinates, and the public.
7. Demonstrated ability to manage public works activities on a large scale and in a coordinated manner.
8. Ability to demonstrate initiative and resourcefulness in handling public works operations.
9. Considerable knowledge and ability in the operation of all public works equipment being utilized in the department.

PREFERRED ADDITIONAL QUALIFICATIONS:

1. Thorough knowledge of the principles and practices of civil engineering, especially as applicable to the design, construction, and maintenance of municipal public works.
2. Considerable knowledge of the principles and practices of public administration as they relate to engineering and public works management.

PREFERRED EDUCATION AND EXPERIENCE:

Graduation from a four-year college or university in the fields of engineering, public management or industrial technology or an equivalent combination of education and municipal public works experience. Five to ten years of progressively responsible management experience in municipal operations, construction management, public works, or any equivalent combination of experience, training and certification. A professional engineering certification is advantageous.

TOOLS & EQUIPMENT USED

Personal computer, including word processing, data base, and spreadsheet applications, telephone, fax machine, photocopy machine and all public works and utility specific tools and equipment used by department employees.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tool or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment ranges from very quiet in the office to

extremely loud at public works job sites or in the maintenance garage. This position also encounters and must endure significant inclement weather.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Applications & Resumes to:

Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com

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TOWN OF OLD ORCHARD BEACH
FY16 YTD

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 General Fund							
20151 Public Works Dept. Expense							
20151 50101 DeptHdSal	74,617	0	74,617	75,447.80	.00	-830.80	101.1%*
20151 50102 RegEESalry	0	0	0	.00	.00	.00	.0%
20151 50106 FT EE Wage	500,669	27,400	528,069	528,063.58	.00	5.42	100.0%
20151 50107 PT EE Wage	0	0	0	.00	.00	.00	.0%
20151 50108 SeasEEWage	58,220	0	58,220	58,126.76	.00	93.24	99.8%
20151 50110 OT Constr	28,000	0	28,000	22,604.41	.00	5,395.59	80.7%
20151 50111 OT Wages	86,000	-11,000	75,000	74,402.92	.00	597.08	99.2%
20151 50112 S-By Wages	20,000	0	20,000	18,659.16	.00	1,340.84	93.3%
20151 50121 Stipends	0	0	0	.00	.00	.00	.0%
20151 50123 CarAllownc	3,300	0	3,300	1,999.92	.00	1,300.08	60.6%
20151 50124 InLieuInsr	0	0	0	.00	.00	.00	.0%
20151 50125 Town IRA	0	0	0	.00	.00	.00	.0%
20151 50201 FICA/MedER	0	0	0	.00	.00	.00	.0%
20151 50202 MSR ER Shr	0	0	0	.00	.00	.00	.0%
20151 50203 ICMA ER Sh	0	0	0	.00	.00	.00	.0%
20151 50210 Health ER	0	0	0	.00	.00	.00	.0%
20151 50211 Dental ER	0	0	0	.00	.00	.00	.0%
20151 50212 IPP ER Shr	0	0	0	.00	.00	.00	.0%
20151 50213 LifeInsER	0	0	0	.00	.00	.00	.0%
20151 50214 WC exp	0	0	0	.00	.00	.00	.0%
20151 50230 Clothing	9,600	0	9,600	8,040.67	.00	1,559.33	83.8%
20151 50251 Conf/Train	2,400	0	2,400	735.76	.00	1,664.24	30.7%
20151 50252 Trav/Lodge	2,070	0	2,070	2,197.30	.00	-127.30	106.1%*
20151 50256 DuesLicens	1,300	0	1,300	1,104.75	.00	195.25	85.0%
20151 50258 EmployTest	0	0	0	.00	.00	.00	.0%
20151 50300 Prof/Engrg	48,100	11,000	59,100	55,487.52	.00	3,612.48	93.9%
20151 50310 ServCntrct	9,600	0	9,600	11,673.69	.00	-2,073.69	121.6%*
20151 50318 BeachClEx	142,000	4,900	146,900	146,882.00	.00	18.00	100.0%
20151 50320 Advertisng	1,500	0	1,500	286.00	.00	1,214.00	19.1%
20151 50330 Equip	0	0	0	.00	.00	.00	.0%
20151 50331 Bldg Lease	0	0	0	.00	.00	.00	.0%
20151 50336 Equip Rent	12,000	2,500	14,500	13,838.96	.00	661.04	95.4%
20151 50346 PropDamage	3,000	0	3,000	1,081.91	.00	1,918.09	36.1%
20151 50400 Electricit	28,700	0	28,700	20,997.36	.00	7,702.64	73.2%
20151 50401 Water	4,720	0	4,720	5,024.31	.00	-304.31	106.4%*
20151 50402 PhonesPage	6,990	0	6,990	6,413.07	.00	576.93	91.7%
20151 50404 Networking	2,280	0	2,280	2,323.16	.00	-43.16	101.9%*

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TOWN OF OLD ORCHARD BEACH
FY16 YTD

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FOR 2016 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
20151 50405 Heat Fuel	15,000	0	15,000	11,326.64	.00	3,673.36	75.5%
20151 50450 BldgRepair	7,000	1,000	8,000	6,037.61	.00	1,962.39	75.5%
20151 50452 OpEqtrRepr	120,000	20,000	140,000	139,268.52	.00	731.48	99.5%
20151 50453 VehicleExp	0	0	0	.00	.00	.00	.0%
20151 50454 CompSupprt	0	0	0	.00	.00	.00	.0%
20151 50455 ElecRepair	15,000	0	15,000	13,164.16	.00	1,835.84	87.8%
20151 50500 A/OSuppN-C	1,500	0	1,500	1,490.51	.00	9.49	99.4%
20151 50501 OpSuppN-C	35,000	0	35,000	36,952.05	.00	-1,952.05	105.6%*
20151 50502 Print/Copy	600	0	600	362.20	.00	237.80	60.4%
20151 50506 RdImprv	48,000	-3,000	45,000	45,000.00	.00	.00	100.0%
20151 50508 SewImpr	40,300	10,000	50,300	53,512.89	.00	-3,212.89	106.4%*
20151 50510 VehiclFuel	50,000	-7,400	42,600	33,387.75	.00	9,212.25	78.4%
20151 50511 GrndsMaint	50,000	-12,000	38,000	36,401.91	.00	1,598.09	95.8%
20151 50512 BeachImprv	0	0	0	.00	.00	.00	.0%
20151 50514 Road Sand	0	0	0	.00	.00	.00	.0%
20151 50515 Road Salt	60,000	-10,500	49,500	46,281.78	.00	3,218.22	93.5%
20151 50518 Liq Cal	0	0	0	.00	.00	.00	.0%
20151 50551 OpEquipCap	0	0	0	.00	.00	.00	.0%
TOTAL Public Works Dept. Expense	1,487,466	32,900	1,520,366	1,478,577.03	.00	41,788.97	97.3%
TOTAL General Fund	1,487,466	32,900	1,520,366	1,478,577.03	.00	41,788.97	97.3%
TOTAL EXPENSES	1,487,466	32,900	1,520,366	1,478,577.03	.00	41,788.97	
GRAND TOTAL	1,487,466	32,900	1,520,366	1,478,577.03	.00	41,788.97	97.3%

** END OF REPORT - Generated by France Beaulieu **

POSITION DESCRIPTION

Class Title: **Recreation Programmer**

FLSA: Non-Exempt

Date: August 3, 2016

Pay Range: \$16.00-\$18.71 hourly

Application & Resume Deadline: August 12, 2016 @ 2pm

Position Title: Recreation Programmer

General Purpose/Summary Statement: This is a full-time position responsible for providing support to the Recreation Director and for maintaining the daily operations of the Recreation Department.

Supervision Received: Works under the supervision of the Director of Recreation and Deputy Director of Recreation

Essential Duties and Responsibilities:

1. Processes and maintains program registrations.
2. Receives and records payments and posts to the appropriate revenue account(s).
3. Answers telephone calls and directs them to the appropriate personnel and/or takes messages. Responds to routine inquiries from the public or as directed by Recreation Director.
4. Assists in the development of catalogs and brochures.
5. Assists the Recreation Director with administrative research and operation functions as directed.
6. Recruits, interviews, hires, trains and evaluates volunteers for coaching, supervising, and managing youth and adult programs, community programs, and special events.
7. Conducts youth sport coaching clinics to assure volunteers are certified.
8. Assists the Recreation Director with overall development of program budgets, including; cost analysis, pricing structure, monitoring, recording and coordinating of registrations, payments, rosters, and purchasing of supplies accordingly.
9. Maintains accurate records, statistics and correspondence for participants, staff and volunteers.

10. A plan, schedules, organizes implements and supervises all youth and adult sports, community programs and special events.
11. Contributes to the department catalog (minimum of twice a year) detailed information for programs, and registrations; contributes to local newspaper, town websites and Channel 3 information on programs being offered; utilizes regional daily newspaper for bulletin board information, human interest story, and employees searches.
12. Prepares brochures, flyers, handbooks and other public relations work to promote youth and adult sports, community programs and special events.
13. Attends appropriate trainings and professional development programs. Remains current in concepts and techniques of community recreation programs by continuing education, analyze problems, issues and opportunities, develops and recommends courses of action to the Director for implementation.
14. Purchases, keeps inventory, researches and maintains all program supplies.
15. Schedules, supervises, conducts and evaluates recreation programs for the community.
16. In the absence of the Recreation Director and Deputy Director, oversees daily operations of the Recreation Department.

Desired Minimum Qualifications:

1. Minimum age of 21 years old.
2. Minimum of 5 or more years' experience working with children in a youth oriented field, such as education and/or recreation.
3. Must enjoy working with youth and being outside.
4. Must have a working knowledge of a variety of recreation/athletic programs.
5. Must be able to follow directions from Program Director and give clear directions to all senior & junior staff members.

Education & Experience: Graduation from a four year college or university with specialization in recreation, physical fitness and/or teaching.

Necessary Knowledge, Skills, and Ability:

1. The ability to rapidly acquire considerable knowledge of administrative, operational and procedural practices of the Recreation Department.

2. The ability to provide effective customer service.
3. Good written, oral and interpersonal communication skills.
4. The ability to be flexible and open to new ideas.
5. Working knowledge of computers and computer software include but not limited to: Microsoft Word, Excel, Access, and Publisher and/or a history of working with recreation software.
6. The ability to exercise considerable judgment and to with independence in the posting, auditing and analysis of program registration records.
7. Knowledge of administration of department programs as well as department goals, philosophies and policies.
8. The ability to establish and maintain effective relationships with staff, various community groups and the general public.
9. Assumes responsibility for personal growth and development through participation in workshops, meetings and seminars.

Tools & Equipment Used:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can be extremely noisy when inside on rainy days or when children become excited about activities.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands and finger, handle, or feel objects, and reach with hands and arms.

The employee may be asked to move equipment such as balls, arts & craft supplies, chairs and tables.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Selection Guidelines: Formal applications, rating of education and experience; oral interview and reference check.

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

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

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Applications & Resumes to:

Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com

POSITION DESCRIPTION

Class Title: Staff Accountant
FLSA: Non-Exempt

Staff Accountant

General Purpose/Summary Statement: This position will be responsible to perform technical and administrative accounting work in order to accurately maintain the fiscal records and systems of the Town of Old Orchard Beach.

Supervision Received: This position is directly supervised by the Treasurer/Finance Director.

Essential Duties and Responsibilities:

1. Responsible for reconciling all bank statements in a timely manner, and will research/analyze data to resolve any variances or reconciling items.
2. Assists with the daily operation and maintenance of the Town's central financial computer system as well as assists in the preparation of the month end general ledger close. As part of the month end close will prepare the monthly financial reports/statements for review by the Treasurer/Finance Director.
3. Recommend(s) journal entries and assists with the reconciliations of the general ledger, journal and subsidiary accounts in order to process the month end close.
4. Assists the Treasurer/Finance Director with the annual audit and with the preparation of the comprehensive annual financial reports and other financial reports as necessary.
5. Assists as back-up for accounts payable and payroll process.
6. Prepares quarterly 941 tax filings, annual W2s and 1099s.
7. Assists the Treasurer/Finance Director in organizing and preparing the new fiscal budget.
8. Assists with department requests relative to budget information, account inquiries, balance sheet information, etc.

9. Works independently to execute tasks with little or no supervision.
10. Efficiently articulates, either verbally or in writing, the financial and operational activities of the Town as necessary to other individuals or groups.
11. Assists as backup for Tax Office customer service as assigned by the Treasurer/Finance Director.
 - a. Process motor vehicle registrations and reregistrations
 - b. Process counter transactions
 - c. Reconciliation of counter drawer

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Desired Minimum Qualifications:

Graduation from a two-year college or university with a degree in accounting, finance, business or public administration or a closely related major; or three (3) years of progressive responsible municipal accounting or finance work; and/or an equivalent combination of education and experience.

Necessary Knowledge & Skills:

1. Working knowledge of modern governmental accounting theory, principles and practices.
2. Considerable knowledge of internal control procedures and management information systems.
3. Some knowledge of public finance and fiscal planning.
4. Working knowledge of budgetary, accounting and reporting systems.
5. Working knowledge of payroll and accounts payable functions.
6. Skills in operating computerized financial applications.
7. Deadline-Oriented, Time Management Skills, Attention to Detail, and Confidentiality; a must.

8. Possesses cognitive ability for research, analysis, problem solving and articulate findings, to further identify weaknesses and resolution.
9. Ability to prepare and analyze complex financial reports.
10. Ability to maintain efficient and effective financial systems and procedures.
11. Ability to accurately account for Town funds.
12. Ability to establish and maintain effective working relationships with employees, department heads, and the public.
13. Ability to effectively communicate both orally and in writing.

Tools & Equipment: Personal computer, including word processing and spreadsheets; software, mainframe computer system, calculator, telephone, copy machine, and fax machine.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Selection Guidelines: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to the position.

The 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.

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This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

POSITION DESCRIPTION

Class Title: Tax Clerk
FLSA: Non-Exempt

Tax Clerk

(Finance Department)

GENERAL

This is position functions primarily as a customer service representative processing monetary transactions handled over the counter or through the mail in the Tax Office. Primary transactions include but are not limited to motor vehicle registrations and tax payments. Position may be appointed as Deputy Tax Collector by sitting Tax Collector as stated in 30-A MRSA sec. 2603 and upon completing education requirements.

SUPERVISION RECEIVED

This position is directly supervised by the Tax Collector.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Interacts with customers/residents to address inquiries at the counter, process transactions, and answer the telephone with a commitment to customer satisfaction.
2. Performs specialized tasks as assigned by the Treasurer/Finance Director and/or Tax Collector/Deputy Treasurer.
3. Operates computer terminal for financial software application, data entry, word processing, excel and various other miscellaneous functions.
4. Responsible for the balancing of his/her cash drawer, reconciliation of daily deposits and cash journals on a daily basis.
5. The employee is expected to maintain a professional working relationship with fellow employees, the Town Council, other public officials, and the general public.
6. Open and process daily mail.
7. Responsible for the processing of returned checks.
8. Passport Agent for Town, this includes processing passport applications and ensuring the mailing is completed timely.

9. Aides the Tax Collector in the processing of liens, foreclosures, discharges, quit claim deeds and any other tasks when assistance is needed.
10. Assists with other Finance tasks when requested such as, but not limited to processing Accounts Receivable and editing and updating the Finance Department and Tax Office web pages.

Specialized Tasks

TASK #1 – Accounts Receivable

1. Process all general billing invoices received from the various departments. Set up and maintain customer files, including supporting documentation. These include third party billing.
2. Identifies and reports billing problems and discrepancies.
3. Undertake appropriate collection efforts for those bills, which are not paid promptly.
4. Post all accounts receivable billing and collection activity to the General Ledger..

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

High School Diploma or GED certified required. Associates Degree in Business and/or Secretarial Science desirable or an equivalent combination of education and experience.

Necessary knowledge, skills, & ability

1. High level customer service skills.
2. Experience with the acceptance and recording of cash and mail payments.
3. Operation of financial software.
4. Ability to deal professionally with the public and other Town personnel.

5. General mathematical and dexterity skills necessary to accept cash and check payments, make change, and enter transactions in the computer.
6. The employee must have or obtain a certificate as a Municipal Agent for Registration and understanding of the Department of Motor Vehicle Regulations and stay current on all regulation changes.
7. The employee will successfully confer with the general public and will be able to provide information relative to Motor Vehicle regulations and laws governing the functions of the Town of Old Orchard Beach.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; calculator; telephone; copy machine; and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand and talk or hear, use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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

The 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.

The Town of Old Orchard Beach is an equal employment opportunity employer.

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

POSITION DESCRIPTION

Class Title: Tax Collector/Deputy Treasurer
FLSA: Non-Exempt
Date: July 17, 2017

Tax Collector/Deputy Treasurer

GENERAL

The Tax Collector is appointed by the Town Manager upon the recommendation of the Treasurer/Finance Director and confirmed by the Town Council. The Tax Collector is a public officer and is responsible for performing the duties imposed by State law on behalf of the general public and not just the municipality alone. In Old Orchard Beach the Tax Collector's position functions as Tax Collector and Deputy Treasurer. The Tax Collector/Deputy Treasurer is responsible for the collection and recording of Town funds.

SUPERVISION RECEIVED

This position is directly supervised by the Treasurer/Finance Director. Work is performed with considerable independence of action in accordance with applicable laws and following generally accepted accounting practices.

SUPERVISION EXERCISED

This position directly supervises the Tax Clerk.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Responsible for the collection of the property taxes and all other Town funds.
2. Interaction with the Assessing staff is required to ensure correct data for all property taxes.
3. Oversees processing of registrations for automobiles (including online functions with the state), ATV's, snowmobiles and boat registrations. Assesses values and calculates tax data on all vehicles.
4. Prepares all reports to the State on excise taxes and all registrations of motor vehicles, recreational vehicles and boats.
5. Establishes and maintains proper supporting documentation and files for the tax collection process such as daily tax receipts, tax receivable records, liens and

lien records, foreclosures, bankruptcy records, tax abatements and supplements etc..

6. Prepares an annual list of personal property tax accounts that require Council action for write off.
7. Prepares monthly reports of all tax collections and other receivables.
8. Performs reconciliations of all taxes and treasurers receipts and posts to the General Ledger, prepares daily bank deposits Prepares payment requisitions for tax refunds due to overpayment of various tax accounts.
9. Undertakes the appropriate collection efforts for outstanding real estate taxes, i.e., the lien process and foreclosure process outlined in state statutes, as well as Personal Property taxes. Part of this process requires researching of property deeds for mortgage holders and parties of interest at the York County Registry of Deeds. Oversees the discharge of paid liens and quitclaim deeds.
10. Investigates and resolves all tax related collection problems. Answers all types of tax related inquiries from taxpayers, mortgage companies, etc.
11. Assists the Tax Clerk with customer/resident inquiries at the counter, process transactions, and answer the telephone with a commitment to customer satisfaction.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Minimum of two (2) year Associate Degree in Business Administration or Accounting or related field is required. Prior experience in cash management, knowledge of the laws pertaining to property and excise taxes, or any equivalent combination of experience and training. Must obtain and maintain a Municipal Agent for Registration certification and Tax Collector certification.

Necessary knowledge, skills, & ability

1. Working knowledge of the principles and practices of municipal accounting.
2. Thorough knowledge of the lien process.

3. Working knowledge of the principles and practices of municipal cash management.
4. Given that state law governs the position, knowledge of state statute is desirable, including a thorough knowledge of excise tax collection laws and updates. Maintain knowledge annually by attending trainings and workshops.
5. Ability to plan, organize, supervise and review the work of one subordinate.
6. Ability to deal courteously with the public.
7. Establish and maintain effective work relationships with other employees and the public.
8. Direct experience with computerized accounting systems required. Considerable knowledge of modern methods of receiving, depositing and disbursing large amounts of money, as well as the ability to prepare reports and spreadsheets on collection activities.
9. General mathematical and dexterity skills necessary to accept cash and check payments, make change, and enter transactions in the computer and cash register, to perform daily cash ups and to prepare nightly bank deposits.

TOOLS & EQUIPMENT USED

Personal computer, including word processing and spreadsheets software; calculator; telephone; copy machine; and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

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Manager _____

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Employee _____ Date _____

**TOWN OF OLD ORCHARD BEACH
1 PORTLAND AVE
OLD ORCHARD BEACH ME 04064**

EMPLOYEE EVALUATION

6 MONTH

ANNUAL

Employee Name:

Evaluation Period: to

Review Date:

Supervisor's Name:

Functional Area	Description	Employee Rating	Manager Rating
a) Knowledge	Understands job functions, requirements, tools, and processes associated with this position.	Please Select	Please Select
b) Execution	The ability to 'get things done'. Follows through on tasks/projects until completion, completes tasks/projects in a timely manner and according to schedule, overcomes obstacles, and proposes solutions rather than excuses.	Please Select	Please Select
c) Problem Solving	When posed with a problem the ability to develop timely solutions with alternatives.	Please Select	Please Select
d) Process Improvement	Improves existing processes to increase productivity, quality, or customer satisfaction.	Please Select	Please Select
e) Safety	Practices safe work habits and encourages others do the same. Identifies ways to improve the safety of the work environment.	Please Select	Please Select
f) Productivity	Amount of quality work performed as compared with peers.	Please Select	Please Select
g) Quality	Quality of work performed or products produced.	Please Select	Please Select
h) Initiative	The initiative to identify work to be performed and perform the work without being directed by others.	Please Select	Please Select
i) Attendance & Punctuality	Arrives to work on time, works on days scheduled, and requests time off with sufficient advance notice.	Please Select	Please Select
j) Organization	Organized workspace and in the approach to working.	Please Select	Please Select
k) Adaptability	Easily adapts to changes in the workplace, requirements, schedule, and priorities.	Please Select	Please Select
Employee's Self-Observations			
Strengths			
Weaknesses			
Manager's Observations			
Strengths			
Weaknesses			
Manager's Recommendations for improvement			
1)			
2)			

Employee Comments:

Employee Goals for next year:

Signature Page

Please print and sign once all sections are completed. The Supervisor will file both electronic and printed copies with the HR Department.

I am signing this form to indicate that I have received and completed my portion. My signature does not necessarily indicate that I agree with the contents.

Employee's Signature

Date

Supervisor's Signature

Date

5 Questions to generate a meaningful “Career Conversation”

Employee: _____ Date: _ _____

1. What do you enjoy most about your job/current assignment?
2. What do you like least about your job/current assignment?
3. What areas would you like to learn more about?
4. What are your professional/career goals for the next 3-5 years and what are your plans to achieve those goals?
5. What do you most hope I do to support you with your goals?

Outcomes desired for the next year (check all that apply):

_ I love what I'm doing! No changes desired this year

_ I love what I'm doing and I am eager to learn/do something different/more (i.e. project share)

_ I am interested in working towards a promotion to a higher level position within my career path (i.e. acting assignment, leadership training, mentoring)

_ I want to explore a different career path or need exposure to something new to fill a professional "gap" in order to meet my ultimate career objectives (i.e. job swap, acting assignment)

_ Other

Employee Signature: _____

Department Head Signature: _____