

NOTICE OF PUBLIC HEARING
MUNICIPAL OFFICERS OF THE TOWN OF
OLD ORCHARD BEACH

The Municipal Officers of the Town of Old Orchard Beach, Maine hereby give Public Notice that there will be a Public Hearing held at the Town Hall, Council Chambers, on May 4th, 2021 at 6:30 p.m. to consider the following:

Shall the Town Council of the Town of Old Orchard Beach amend the Code of Ordinances, Chapter 2, Administration, Article III, Officers and Employees, amending Section 2-126, Assistant Town Manager created; position eliminated, by deleting the crossed through language and adopting the underscored language as follows:

Sec. 2-126. - Assistant town manager ~~created; position eliminated.~~

- (a) ~~There is hereby created the office of~~ The town manager may appoint, subject to confirmation by the town council, a person to the position of assistant town manager ~~who shall be appointed and/or removed by the town manager subject to confirmation by the town council.~~ The assistant town manager shall serve at the will of the town manager. The powers and duties of the assistant town manager shall be delegated or assigned by the town manager, who shall create and maintain a written job description for the office, subject to approval by the town council. ~~The current job description for the office of assistant town manager is attached to the ordinance from which this section is derived as Exhibit A and is approved by the town council upon enactment of this division.~~
- (b) Unless the town manager designates some other person by letter under section 503 of the Charter, the assistant town manager shall perform the town manager's duties during a period of temporary absence or disability of the town manager, subject to the consent of the town council, which shall be presumed unless the council takes specific action otherwise.
- (c) ~~The current employment position of administrative assistant to the town manager is hereby eliminated.~~

~~EXHIBIT A
POSITION DESCRIPTION~~

~~Class Title: Assistant Town Manager~~

~~FLSA: Exempt~~

~~Date: October 22, 2003~~

~~Salary: \$42,600 to \$45,000~~

~~Minimum of two weeks vacation; a third depending on experience.~~

~~TITLE: Assistant town manager~~

~~GENERAL PURPOSE: The assistant town manager is an essential member of the administrative staff in a position which requires extensive customer relations, problem resolution skills, computer competencies, varied knowledge of office practices and procedures, the ability to access law and practice and to interface and establish an effective working relationship with other departments and the general public. The employee must apply independent judgment based on knowledge gained through experience in performance of responsible and specialized duties. Written and verbal communication skills are a priority along with complex professional, administrative and business management skills. Confidentiality is absolutely required.~~

~~SUPERVISION RECEIVED: Direct supervision is received from the town manager although independent judgment is exercised in performing the daily functions of the position. In the absence of the town manager, the assistant town manager will report to the town council and organizational reporting will divert to the assistant town manager in the manager's absence.~~

~~ESSENTIAL DUTIES AND RESPONSIBILITIES:~~

- ~~• Provide to the town manager the administrative and secretarial support required to permit the town manager to maintain the vital hands-on responsibilities of administration required by his/her office.~~
- ~~• In the absence of the town manager, function in the administrative role of town manager with the oversight of the town council.~~
- ~~• Serve as the secretary to the town council, when required, with a timely and efficient filing of those minutes for the review and approval of the council.~~
- ~~• Research and write commentaries for the town manager before presentation to the council prior to meetings and workshops.~~
- ~~• Responsible for the writing and production of the town's annual report.~~
- ~~• Serve as secretary to the town manager in the formulation of minutes in connection with staff meetings, personnel matters, bargaining negotiations, and others areas of confidentiality.~~
- ~~• Prepare press releases, notices, and proclamations for the approval of the town manager.~~
- ~~• Prepare management proposals for the negotiation process, personnel and disciplinary actions for approval of the town manager.~~
- ~~• Responsible for the preparation and updating of position descriptions; maintain records of all persons seeking employment; and conduct a program of recruitment to obtain for the town the best qualified prospective employees.~~

- ~~• Maintain current organization and functional charts as supplied by each department, and where appropriate, assist departments to devise such charts reflecting the best organization structure for maximum utilization of available staff resources within each department; and assure that job descriptions are complete, current, and accurately describe the duties which each employee is responsible for performing.~~
- ~~• Responsible as liaison between all town departments so as to keep personnel fully informed of the policies and work rules of management and to provide them with information on matters before them for consideration.~~
- ~~• Develop an intern program by interviewing and recruiting from local colleges and/or training programs, thus providing the town with assistance in the work load of departments; and, be responsible for preparation and filing of college required documentation upon completion of the intern's work.~~
- ~~• Serve on committees as designated by the town manager.~~
- ~~• Provides leadership and direction in the development of short and long range goals; gather, interpret, and prepare data for studies, reports and recommendations; and coordinates department activities with other departments and agencies as needed.~~
- ~~• Make presentations as assigned by town manager to town officials, council, boards, commissions, civic groups and the general public.~~
- ~~• Develop and maintain a human resource system that meets management's information needs including bargaining negotiations, bid documents, lawsuits and investigations, as well as other information pertaining to the town manager's office.~~
- ~~• Make studies and recommendations to the town manager concerning action to improve working conditions and employee morale.~~
- ~~• Act as custodian of departmental documents and records as well as maintaining the file systems, control records and indexes using independent judgment.~~
- ~~• Assist in the preparation of the department budget including the purchase of supplies and equipment.~~
- ~~• Establish and maintain administrative requirements so that the office of the town manager functions in a timely and efficient manner.~~
- ~~• Make and adjust appointments for the town manager and determine the priority of calls and interviews.~~
- ~~• Receive the public and answer issues relative to their questions; response to inquiries of elected officials, employees, citizens, and others; and refer, if necessary, to the proper department heads.~~

~~• Assume responsibilities as assigned by the discretion of the Town Manager.~~

~~WORK ENVIRONMENT: Work is performed under typical office conditions; interruptions are expected. The work consists of practical applications of a variety of concepts, practices, and specialized techniques. Operation of various pieces of office equipment is required.~~

~~EDUCATION AND EXPERIENCE: Masters Degree preferred, Bachelor's Degree or an Associates Degree in Secretarial Science or Business Administration; but extensive college courses and considerable post-secondary education to enhance the higher educational requirement; a minimum of twelve years in administrative responsibilities, a portion of them in municipality as a preference; or any equivalent combination of related education and experience.~~

Per Order of the Municipal Officers this 20th day of April, 2021.

A True Copy
Attest:

s/Kim McLaughlin
Kim M. McLaughlin, Town Clerk