

Town of Pittsfield
Assistant to the Town Manager

The Town is seeking qualified applicants to assist the Town Manager in a comprehensive community and economic development program. This is a confidential position dealing with sensitive materials. in a fast-paced environment with interesting work.

Minimum of five years of progressively responsible practical experience in community development and/or public administration or similar work in government, non-profit or private organization. The Town is looking for a proactive individual. Training will be provided.

Employment package including job description available from the Town of Pittsfield, 112 Somerset Avenue, Pittsfield, ME 04967 (487-3136) or www.pittsfield.org
Due date: February 8, 2018 at 5:00 pm. EOE

**TOWN OF PITTSFIELD
JOB DESCRIPTION**

Title:	Assistant to the Town Manager	Budget Number: 01-45
Department:	Community & Economic Development	Status: Full-time
Adopted:	01/01/2018	
Revised:	N/A	

NATURE OF WORK

The Assistant to the Town Manager is appointed by and accountable to the Town Manager. This position will be responsible to assist the Town Manager in a comprehensive community and economic development program. The employee in this position will spend a significant amount of time insuring that any community and economic development programs, projects, activities and events are implemented in accordance with local, state and federal requirements. This is a confidential position dealing with sensitive materials.

This position will work closely with the Town Manager providing necessary administrative support to manage millions of dollars of infrastructure and betterment programs for the community. Work is reviewed through observation of results, by conferences, and through written and oral briefings to the Town Manager.

EXAMPLES OF DUTIES (Illustrative Only)

The Assistant to the Town Manager will provide support to the Town Manager for a wide variety of community and economic development activities, exemplified, as follows:

1. Prepare, administer, implement and close out grant applications and projects, including other funding and in-kind funding sources. Includes all recordkeeping and administration of grant and other funding programs to ensure proper use of funds and compliance with all state and federal standards. Maintain grant and other funding folders as required for proper administration by federal and state agencies as well as the Town Auditors. Track all project revenues, expenditures and in-kind contributions.
2. Promote and market the Town by actively recruiting, responding to inquiries, contacting and soliciting business and industry that would benefit the Town economically and environmentally. Create and update marketing materials.
3. Work with local business, developers, public sector, real estate and banking industry in promoting the community.
4. Maintain liaisons with regional, state and federal agencies and coordinate programs and resources with various agencies.

- 5. Research and present infrastructure improvements, economic development projects and community development projects that would increase the visibility of the Town as a business location and a quality place to raise a family.**
- 6. Develop plans, cost estimates and funding sources for community and economic development projects, including engineering projects.**
- 7. Administer loan programs in accordance with local, state and federal requirements.**
- 8. Administer job fairs for the town, community and local business recruitment.**
- 9. Staff various town committees and ad hoc groups working for the betterment of the Town, including preparing agendas, distributing meeting minutes, attending committee meetings, maintaining records, and researching issues and proposals as requested.**
- 10. Recruit volunteers for community activities, events and grant in-kind contributions.**
- 11. Attend and participate in regional and state economic and community development groups such as local chambers, county economic development, regional economic development, state economic development and workforce development.**
- 12. Prepare information for the community including press releases, publications and newsletters.**
- 13. Coordinate and compile information for the Town's website, social media and other media.**
- 14. Maintain a comprehensive filing system for all economic and community development files including the Town Manager's files.**
- 15. Perform bank reconciliations.**
- 16. Prepare bid documents and relating contracts to administer the work.**
- 17. Perform all other tasks, as the Town Manager deems necessary, to provide management support for the effective and efficient operation of town services.**

REQUIREMENTS OF WORK

Ability to:

- 1. Manage grant and other fund project files in a detailed and organized fashion in accordance with state and federal requirements.**
- 2. Have a working knowledge of community and economic development.**
- 3. Communicate ideas and concepts effectively, both orally and in writing, including the ability to prepare and provide clear presentations to boards/committees and various community groups. Excellent communication skills are a must.**
- 4. Demonstrate skills and background in consensus building.**

5. Establish and maintain effective working relationships with the general public, boards and committees, businesses, state and federal agencies, public and private organizations and others.
6. Establish and maintain effective public relations.
7. Function as part of a team.
8. Work independently within established town guidelines.
9. Maintain flexibility and be able to work in many varied situations.
10. Maintain strict confidentiality.
11. Exercise good judgment and make decisions independently.
12. Ability to be firm and courteous in all situations.
13. Ability to supervise.
14. Maintain a high level of initiative and motivation.
15. Use resourcefulness in meeting new issues.
16. Plan, schedule and implement community and economic development events, programs, and activities. Must be able to plan publicly attended events.
17. Coordinate programs with other agencies and organizations.
18. Produce well written analytical reports.
19. Occasionally lift and/or more up to 25 pounds.
20. Possess a valid Maine driver's license.
21. Have a thorough knowledge of computer programs and systems, including word processing, spreadsheets, databases, power point, networks and e-mail.
22. Ability to be left in charge of the Town Office when the Town Manager is out of the office and be able to administer town policies, procedures and regulations to make decisions.

DESIRABLE EXPERIENCE AND TRAINING

1. Minimum of five years of progressively responsible practical experience in community development, economic development and/or public administration or similar work in government, a non-profit or a private organization.
2. Prior experience in administering grants, loans, bonds and/or other funds.
3. Demonstrated supervisory experience.
4. Demonstrated organizational abilities.
5. Demonstrated ability to make decisions in accordance with established policies and procedures.
6. Knowledge of fundraising.

EDUCATION

Graduation from a secondary school, supplemented by courses in community development, economic development, grant writing, public administration, public policy or its equivalence.

Application For Employment

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
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How Did You Learn About Us?

Advertisement Friend Walk In
 Employment Agency Relative Other:

Last Name	First Name	Middle Name		
Address Number	Street	City	State	ZIP Code
Telephone Number(s)	Social Security Number			

If you are under 18 years of age, can you provide the required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No
 If Yes, give date _____

Are you currently employed? Yes No
 If Yes, give date _____

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

On what date would you be available for work? _____
 Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years?
Conviction will not necessarily disqualify an applicant from employment. Yes No

If Yes, please explain: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Indicate any foreign language(s) you can speak, read and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training, received in the United States Military.

Employment Experience

Start with your present or last job. Include and job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> FAX	Production/Mobile Machinery (List):	Other (List)
<input type="checkbox"/> PC	<input type="checkbox"/> Excel	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Microsoft Word	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities in such a job or occupation is attached.

Yes No

References

1.	_____ (Name) _____ (Phone Number)
	_____ (Address)
2.	_____ (Name) _____ (Phone Number)
	_____ (Address)
3.	_____ (Name) _____ (Phone Number)
	_____ (Address)
4.	_____ (Name) _____ (Phone Number)
	_____ (Address)

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at anytime and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

Employed Yes No

Date of Employment _____ Interviewer _____ Date _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE _____ DATE _____

NOTES _____

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open Yes No

Position Applied For: _____

DATE _____

NOTES: