

**Town of Pittsfield
Assistant to Town Manager**

The Town is seeking qualified applicants to assist the Town Manager with a comprehensive community 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 municipal government or similar work in government, non-profit or private organization. Human resources background desirable. Main tasks include assisting the Manager with workflow throughout the town government; HR, office administration and projects. The Town is looking for a proactive individual. Training will be provided for the right person with the right drive to succeed.

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: Friday, 10/16/2020. EOE

**TOWN OF PITTSFIELD
JOB DESCRIPTION**

Title:	Assistant to the Manager	Budget Number: 01-45
Department:	Community & Economic Development	Status: Full-time
Adopted:	01/01/2018	
Revised:	09/28/2020	

NATURE OF WORK

The Assistant is appointed by and accountable to the Town Manager. This administrative assistant position will be responsible to support the Town Manager in a comprehensive community development program. Assists the Town Manager with town-wide government workflow and office administration. Manages the Town's human resources functions. This is a confidential position dealing with sensitive materials.

This position will work closely with the Town Manager providing necessary administrative support to manage a multi-million dollar operation with 14 active departments, numerous non-staff departments and the multi-year capital improvement plan. Work is reviewed through observation of results, by conferences, working together on projects and through written and oral briefings to the Town Manager.

EXAMPLES OF DUTIES (Illustrative Only)

The Assistant will provide support to the Town Manager for a wide variety of projects and areas, exemplified, as follows:

1. Manage the Town's human resource operations by assisting with recruiting, testing, interviewing, selecting, bargaining, conducting an orientation program, providing training, coaching and counseling; recommends discipline and changes in positions; planning, regulatory compliance and personnel policies administration, appraising and reviewing staff contributions; determining production and customer service strategies; resolving problems; and implementing changes.
2. Coordinate assigned areas of responsibility by addressing matters requiring the attention of the Town Offices. Assures that matters are processed in a timely manner by maintaining calendars; issuing reminders of pending matters; scheduling meetings; and preparing correspondence. Responsible to advise the Town Manager on the effective, efficient and economical management of the area of assignment, planning and submitting reports and recommendations on a variety of topics.
3. Assist with Office administration duties including the purchase and maintenance of all office equipment. Oversees all contracts for the purchase and/or lease-purchase of office equipment and supplies by coordinating, planning and managing all external vendors.

- 4. Provide recommendations after research on technology needs of the Town Offices as well as provides advice to department heads and supervisors requiring assistance. Maintains an inventory of town-owned technology, provides recommendations to the Town Manager for technology replacement. Coordinates, plans and manages all external vendors and contracts providing technology services for the Town Offices and assists departments requiring help with their technology.**
- 5. Coordinate the Town's Liability Insurance Program. Manages insurance claims. Responsible for the administration of the Town's Risk Management and Workers' Compensation Programs including management of files. Schedules annual safety training for all departments. Maintains training records for all positions. Assists departments to comply with the Department of Labor laws.**
- 6. Assist in the preparation, administration, implementation and close out of 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.**
- 7. Maintain liaisons with regional, state and federal agencies and coordinate programs and resources with various agencies.**
- 8. 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.**
- 9. Oversee workflow of the government including capital improvement projects. Develop plans, cost estimates and funding sources for projects.**
- 10. Assist the Town Manager to 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. Assists in the compilation of all published packets as required. Arranges for minutes to be taken of applicable boards and committees. Occasionally attends an evening meeting as necessary.**
- 11. Recruit volunteers for community activities, events and grant in-kind contributions.**
- 12. Prepare information for the community including press releases, publications and newsletters as well as compile information for the Town's website, social media and other media. Arranges for the printing and placement of various notices in accordance with federal, state and local regulations.**
- 13. Assist in maintaining a comprehensive filing system and digitization program for the Town Office files including the Town Manager's files. Prepares correspondence on needed subjects. Maintains electronic and hard copy filing system as necessary.**

14. Identify and make recommendations regarding enhancements to department procedures and guidelines.
15. Perform bank and other financial reconciliations.
16. Prepare bid documents and relating contracts to administer work.
17. Enhance department and organization reputation by accepting ownership for accomplishing new and different requests, exploring opportunities to add value to job accomplishments.
18. Perform all other tasks, as the Town Manager deems necessary, to provide management support for the effective and efficient operation of all town services.

REQUIREMENTS OF WORK

Ability to:

1. Manage human resource functions, develop standards to foster teamwork, manage proficiency and organize all functions in accordance with local, state and federal requirements.
2. Establish and implement effective administrative and management programs and procedures.
3. Manage files in a detailed and organized fashion in accordance with state and federal requirements.
4. Ability to interpret and apply applicable federal, state and local policies, codes, laws and regulations to everyday work.
5. 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.
6. Demonstrate skills and background in consensus building.
7. Establish and maintain effective working relationships with the general public, boards and committees, businesses, state and federal agencies, public and private organizations, service providers, consultants and others.
8. Establish and maintain effective public relations.
9. Function as part of a team.
10. Work independently within established town guidelines.
11. Ability to prioritize, multi-task and adapt to changes in schedule and meeting deadlines; flexibility is a key. Able to work in many varied situations.
12. Maintain strict confidentiality. The ability to handle and manage confidential matters and public matters in accordance with the State law and town requirements are essential.
13. Exercise good judgment and make decisions independently.
14. Ability to develop, analyze and present facts logically and coherently, either orally or in writing. Conducts research and special projects. Implements assigned projects and programs.
15. Ability to assemble, analyze and present data.
16. Ability to analyze problems and recommend workable solutions. Problem assessment and problem-solving skills are important.

17. **Aptitude for working with numbers and details.**
18. **Ability to be firm and courteous in all situations, remaining calm and able to direct others during stressful situations.**
19. **Ability to supervise.**
20. **Maintain a high level of initiative and motivation.**
21. **Use resourcefulness in meeting new issues.**
22. **Plan, schedule and implement activities and events.**
23. **Coordinate programs with other agencies and organizations.**
24. **Produce well written analytical reports.**
25. **Have a thorough knowledge of computer programs and systems, including word processing, spreadsheets, databases, power point, networks and e-mail.**
26. **Ability to manage the Town Offices network for efficiency and productiveness.**
27. **Ability to manage operations and administer town policies, procedures and regulations to make decisions when the Town Manager is out of the office.**
28. **Occasionally lift and/or more up to 25 pounds.**
29. **Possess a valid Maine driver's license.**

DESIRABLE EXPERIENCE AND TRAINING

1. **Minimum of five years of progressively responsible practical experience in municipal government or similar work in government, a non-profit or a private organization.**
2. **Demonstrated human resource management background. Knowledge of personnel recruitment, selection and the use of human resources information systems.**
3. **Demonstrated supervisory experience.**
4. **Demonstrated organizational abilities.**
5. **Demonstrated record-keeping abilities.**
6. **Knowledge of office electronic equipment and computer hardware and software programs for municipal government.**
7. **Demonstrated financial reconciliation background.**
8. **Demonstrated ability to make decisions in accordance with established policies and procedures.**
9. **Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the job.**

EDUCATION

Bachelor's degree from a four-year college or university supplemented by courses to continue developing skill set in major areas of responsibility.

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:	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> 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? Yes No
Proof of citizenship or immigration status will be required upon employment.

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? Yes No
Conviction will not necessarily disqualify an applicant from employment.

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

		Production/Mobile Machinery (List):	Other (List)
<input type="checkbox"/> CRT	<input type="checkbox"/> FAX		
<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: