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## ADMINISTRATIVE ASSISTANT TO THE BOARD OF SELECTMEN

### Nature of Work:

This is responsible for administrative work in assisting the Board of Selectmen to manage the affairs of the town of Canton in keeping with the Town Charter, ordinances and the laws of the State of Maine and of the United States.

The employees of this class are appointed by and directly responsible to the Board of Selectmen and shall perform those duties as may be directed by the Board. Work involves responsibility for administering the compensation plan and personnel policies and regulations; maintaining liaison with Department Heads, general public, businesses, civic groups, and State and federal agencies; developing administrative procedures and insuring adherence to same; receiving, dispensing and accounting for all town monies; annually preparing of town Meeting Warrant and Town Report; and identifying the service and policy needs of the community and bringing same to the attention of the Board. This employee is also charged with the maintenance of sound positive public relations between the Town and its citizens, other governmental agencies, and the various boards and commissions of the Town.

The person in this position performs such other duties as may be directed by the Board of Selectmen.

### Essential Duties and Responsibilities:

#### Examples of Work (Illustrative Only):

Carries out the directives of the Board of Selectmen.

Knowledge of tax process including tax lien requirements.

Knowledge of municipal accounting and cash management practices.

Statutory requirements of the office.

Assists in proving cash at the close of day; prepares bank deposits.

Waits on counter, answers questions, and gives out information requested on property taxes, excise taxes, sewer user fees, and miscellaneous accounts receivable.

Composes and edits letters, reports and other material; sets up and maintains various files.

Serves as outside contact person in the collection of delinquent taxes, sewer user fees, and various accounts receivable.

Performs title searches at the Registry of Deeds, prepares lien work, analyzes reports, and meets with public to solve payment problems for sewer, real estate taxes, other assessments and accounts receivable.

Attends meetings of the Board of Selectmen, preparing agendas and providing supporting documents and information pertinent to agenda items, records meeting.

Identifies needed programs for recommendations to the Board of Selectmen.

Knowledge of laws relating to taxes, assessment, lien and foreclosure procedures.

Working knowledge of modern office procedures, practices, and equipment, particularly as applied to collection and treasury operations.

Attends meetings and conventions on behalf of the Town.

Preparation of monthly and annual financial reports for municipal officials and taxpayers.

Monitors town funds, communicating with financial institutions and municipal officials.

Responds to taxpayer inquiries and requests for information regarding tax liens and foreclosures.

Processes citizen complaints.

Develops and brings to the board of Selectmen, administrative policies and procedures.

Monitors the budget and all financial affairs of the Town

Organizes and prepares for Town Meeting and special town Meetings including preparing warrants, printing the town Report.

Maintains liaison with State, local and federal agencies as appropriate.

Serves as Town Purchasing Agent, Tax collector

Performs related work as may be required.

Requirements of Work:

Knowledge of municipal financial management and accounting procedures, budgeting.

Working knowledge of principles of personnel administration.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to maintain positive internal relations and to direct, supervise and motivate staff.

Ability to organize and use time effectively, and to be creative and analytical.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.