Town of Lamoine
Job Descriptions

As of September 10, 2015

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Addressing Officer

Date: April 21, 2011

General: The addressing officer is responsible for assigning physical addresses for all occupied properties in town, administration of the street naming process, and administration of the street name sign placement process. The position is required by the Maine Emergency Services Communications Bureau pursuant to 24 MRSA § 2926.

Supervision: The Addressing Officer is appointed by the Board of Selectmen and may or may not be a municipal official holding another position(s) within the Town of Lamoine. The position shall be immediately supervised by the Administrative Assistant to the Board of Selectmen (unless holding that position, in which case the Selectmen are the immediate supervisors), and work cooperatively with the Road Commissioner, Code Enforcement Officer, Fire Chief, Assessor, Registrar of Voters and other town officials as needed.

Employment Status: The Addressing officer is a non-contracted, compensated employee. Compensation is to be determined by the Board of Selectmen.

Duties: The duties as outlined by "The Addressing Officer Manual" published by the Emergency Services Communications Bureau are:

1. Verify and/or correct telephone company subscriber addresses with the local phone company(s).
2. Approve and provide correct road name and number range information.
3. Indicate the community's Emergency Service Zone.
4. Provide updates on changes to address ranges and ESZs as they occur or provide verification at least annually.
5. Resolve discrepancies that arise with any addressing information in the Enhanced 9-1-1 databases.
6. Act as a local guide for collection of new or missing road data.
7. Update the community's address database as needed.
8. Calculate and issue physical address numbers.
9. Answer citizen questions regarding addressing.
10. Monitor local development activities with permit issuing entities.

Additional duties include:

1. Update the local street map and state GIS bureau when new roads are added.
2. Develop and follow a checklist when new roads are added and addresses assigned.
3. Oversee installation of street name signs, coordinating with the town treasurer and road commissioner as needed.
4. Periodically inventory the street name signs, arranging for repair or replacement as needed.
5. Inform other town officials, including but not limited to, Assessor(s), Registrar of Voters, and Code Enforcement Officer in regard to assigned addresses.

Administrative Assistant to the Board of Selectmen

Revision Date: April 21, 2011

General – The Administrative Assistant to the Board of Selectmen is appointed by the Board of Selectmen and works on a contractual basis. The position is considered partially supervisory in nature.

Supervision – The Administrative Assistant shall be immediately supervised by the Board of Selectmen who shall decide matters in regard to job performance, salary and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Administrative Assistant is a full time, contracted, compensated position. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen.

Duties

Summary of Duties: The Administrative Assistant' position is an all encompassing job with a multitude of responsibilities, generally classified as supervisory, fiscal, and secretarial & custodial, as set forth below:

Supervisory

- Execute and attempt to coordinate and enforce all laws, ordinances of the Town.
- Act as the liaison between the Board of Selectmen and other town officials, boards, and commissions, and the general public.
- Carry out acts on behalf of the selectmen when instructed to by a majority vote of the board.
- Screen applicants for position openings, conduct initial interviews of candidates for advertised openings. Make recommendations for final interviews of candidate(s) to the Board of Selectmen.
- Maintain personnel files for all employees of the Town, including copies of contracts, performance reviews, disciplinary actions, letters of commendation and training records.
- Approve appropriate training for employees of the Town.
- Process required state and federal documents for those persons hired by the Town.
- Work with the Board of Selectmen to establish and execute procedures for job performance reviews with town office personnel.
- Prepare contracts for all applicable employees of the Town of Lamoine and ensure that the contract is executed by the town.
- Prepare the work schedule for employees of the Town.
- Hire, on a temporary basis, substitutes for employees who are not able to work due to illness, scheduled vacation, and other unforeseen circumstances. Notification is to be made to the Board of Selectmen in regard to such hires, and any long term (> 2 week substitution) to be subject to final approval by the Board.
- Pursue initial investigation of any complaints about employee activities from the general public, other employees, and the Board of Selectmen, and prepare a written report for each complaint for delivery to the Board and the employee.

- Document activities of employees in regard to any disciplinary action that may be instituted by the Board of Selectmen in accordance with town policy.
- Analyze staffing needs for the town and report any recommended changes to the Board of Selectmen.

Fiscal

- Make the needed purchases for the efficient running of the Town Office: Purchase limit is $500.
- Explore and suggest ways to run the Town more efficiently and economically.
- Act as the administrator for General Assistance and prepare all the documentation necessary for each case, and the reimbursement forms.
- Prepare the annual Town budget.
- Collect data and information needed for the Capital Improvement Plan.
- Seek grant monies and other sources of outside assistance for the Town.
- Prepare the treasurer's warrant for each selectman's meeting and investigate questionable expenditures.
- Act as the bookkeeper and treasurer for the Town and make reports on the status of the budgets and accounts for the Town periodically to selectmen. ***(See Treasurer's Job Description)***
- Make recommendations to the Board of Selectmen in regard to compensation of employees.
- Annually prepare the budget for personnel costs for submission to the Board of Selectmen and/or Budget Committee.

Secretarial & Custodial

- Attend all Selectman's Meetings, acting as secretary and keeping and maintaining minutes of those meetings.
- Coordinate the preparation of the annual Town Report.
- Attend all Town Meetings.
- Attend other meetings of Town and Regional Boards affecting the business of the Town of Lamoine as required by the selectmen.
- Prepare the information forms for the various insurance policies the Town holds, including, but not limited to, Unemployment Compensation, property & casualty, public officials liability, workers compensation.
- Prepare a report of Town activities and distribute the report to the selectmen before their regular and special meetings.
- Assist the other officials of the town as needed.
- Prepare the agenda for the Selectman's meeting, and post the agenda appropriately.
- Be responsible for maintaining the Town Office in a neat and orderly fashion, arranging for proper maintenance of the buildings, grounds, and machinery within the constraints of the budget.
- Maintain lists of sworn Town Officials and work diligently to keep the offices filled.
- Maintain a list of job descriptions for Town Officials with approval of the Selectmen
- Inform and instruct employees in regard to approved town policies.
- Coordinate communications functions including, but not limited to, maintenance of the town's website, operation of the Cable TV Channel, and production of "The Lamoine Quarterly" newsletter

Animal Control Officer

Revision Date: April 21, 2011

General – The Animal Control Officer is appointed by the Board of Selectmen and works on a contractual, compensated hourly basis. The position is considered public safety enforcement in nature.

Supervision – The Animal Control Officer (ACO) shall be immediately supervised by the Administrative Assistant to the Board of Selectmen who shall make recommendations to the appointing authority (Board of Selectmen) in regard to job performance, salary and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Animal Control Officer is a part time, contracted, compensated employee. The ACO shall periodically submit a bill for payment detailing hours and activities along with reimbursable expenses to the Town Treasurer.

Some aspects of this position are required by Maine State Statute, and some aspects of the job description are included in statute in addition to the specific duties listed below. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

Duties – The Animal Control Officer shall…

1. Enforce the Animal Control Laws of the State of Maine within the boundaries of Lamoine pursuant to 7 MRSA Chapter 725 § 3927 et seq.
2. Within six months of appointment become certified by the State of Maine as an Animal control officer pursuant to 7 MRSA § 3927.
3. In conjunction with the town clerk, serve warnings to those Lamoine dog owners who fail to register their dogs in accordance with state law by April 1st each year.
4. Maintain a telephone number for publication by the Lamoine Town Office where the public can call to report animal control issues.
5. Investigate, prepare a report, and deliver said report to the proper authorities in regard to all animal bite reports in accordance with state statute.
6. When practical, transport stray animals to the designated town animal shelter.
7. Dispose of carcasses of dead animals in accordance with any Maine State Policy that may be in the travel lane or shoulder of a public highway, road or street.
8. Investigate all reports of alleged animal abuse and make a written report of the findings on said complaints.
9. The ACO is not authorized to carry a firearm. In cases of danger, the ACO is to contact an appropriate law enforcement agency to provide assistance in administration of animal control laws.

Board of Appeals Member

Revision Date April 21, 2011

General - The Appeals Board handles appeals of decisions by Planning Board and Code Enforcement Officer, meeting on an as needed basis. Members shall adhere to state and local ordinances when making decisions on appeals The Board shall issue written decisions after holding the appropriate hearings and discussions in public session. The Appeals Board shall report all decisions to the Selectmen, the Town Clerk, the Code Enforcement Officer, the Planning Board and the appellant(s).

Supervision – The appointing authority is the Board of Selectmen. The chair, secretary, and, any other needed officer are selected by the Board at its first meeting of each fiscal year. Descriptions of these positions are listed under "Duties" below.

Employment Status - The members of the Board of Appeals are classified as non-compensated, non-contracted employees of the Town of Lamoine, subject to all policies and applicable state laws.

Duties – Members of the Board of Appeals shall:

1. Attend all meetings of the Board of Appeals.
2. Familiarize themselves with the ordinances and policies of Lamoine.
3. Act on such issues as may come before the Board of Appeals within the confines of local ordinance and state law.
4. Act under the direction of the Chair and majority of the Board as to tasks that may come before the Board.

Chair – The Chair of the Board of Appeals, as selected by the membership, shall:

1. Direct the meetings of the Board as needed.
2. Act as the key contact person with town office staff.
3. Submit budget requirements to the Chair of the Planning Board or Secretary of Budget Committee.
4. Coordinate preparation of the agenda with Town Office Staff.

Secretary – The Secretary of the Board of Appeals, as selected by the membership, shall:

1. Arrange for the minutes of all meetings to be recorded in at least written form.
2. Transmit the minutes to Town Office Staff for filing and other appropriate distribution.
3. Coordinate correspondence between the board and parties before the board in regard to communications from the Board of Appeals.
4. In the absence of a secretary, the board members present shall appoint a secretary pro-tem to record the minutes of that meeting.

Vice Chair **-** The Vice Chair, if the Board opts to choose one, assumes all duties of the Chair in the absence of the Chair. In the absence of a named vice Chair, and the Chair, the Board shall choose a Chair pro-tem to run a meeting.

Ballot/Election Clerk

Approval Date April 21, 2011

General – Ballot, or Election Clerks (the terms are interchangeable for the purpose of this job description) are provided for in 21-A MRSA § 503. They are responsible for helping to administer elections by maintaining the incoming voters list, issuing ballots to voters, guarding the ballot boxes, and assisting voters within the limits of the law.

Supervision – Ballot or Election Clerks are immediately supervised by the Election Warden, or in the warden's absence, the Town Clerk (21-A MRSA §503(8)). As provided by 21-A MRSA § 503, clerks are selected by their political parties by May 1st of each election year, and subject to appointment by the Board of Selectmen. If such notification is not made in a timely manner, the Town Clerk shall be in charge of appointing the clerks for each applicable election. In the latter case, the term of appointment is until the particular election is completed.

Employment Status – Ballot/Election Clerks are compensated, non-contracted employees, paid on an hourly basis. The town clerk shall log the hours for each clerk at each election and submit the hour log to the Treasurer for payment on the next warrant following the election. The hourly rate for clerks shall be applicable to all clerks appointed. The Board of Selectmen shall, from time to time, set the rate for clerks. Clerks who are employed in other capacities by the Town of Lamoine are subject to withholding tax. Clerks who do not normally work for the Town of Lamoine may be exempt from withholding tax.

Duties – Election clerks shall attend the voting places for which they are appointed at each election during the time the polls are open or during the counting of the ballots after the polls close, as required by the terms of their appointment.

Budget Committee Member

Revision Date April 21, 2011

General - The Budget Committee of the Town of Lamoine has been established for the purpose of developing a long range capital improvement plan, to determine the fiscal status of the town, to review the budget proposals of the various departments of the town, and to make recommendations to the annual Town Meeting and Special Town Meetings regarding all warrant articles which have a financial impact. A set of by-laws helps to guide the committee's activities.

Supervision – The appointing authority is the Board of Selectmen. The chair, secretary, and, any other needed officers are selected by the Committee at its first meeting of each fiscal year. Descriptions of these positions are listed under "Duties" below.

Employment Status - The members of the Budget Committee are classified as non-compensated, non-contracted employees of the Town of Lamoine, subject to all policies and applicable state laws.

Duties – Members of the Budget Committee shall:

1. Meet as necessary to hear presentations from the departments of the Town regarding proposed annual budgets.

2. By majority vote of the committee members present and voting, make recommendations regarding each warrant article having a financial impact whether at the Annual Town Meeting or a Special Town Meeting.

3. Review the long range capital improvement plan for the Town and its annual fiscal impact.

4. Meet as necessary to review the fiscal status as it relates to income and expenditures.

5. The Budget Committee shall annually review the report of the auditor and make recommendations for meeting the needs identified by the auditor.

Chair – The Chair of the Budget Committee, as selected by the membership, shall:

5. Direct the meetings of the Board as needed.
6. Act as the key contact person with town office staff.
7. Coordinate preparation of the agenda with Town Office Staff.

Secretary – The Secretary of the Budget Committee, as selected by the membership, shall:

5. Arrange for the minutes of all meetings to be recorded in at least written form.
6. Transmit the minutes to Town Office Staff for filing and other appropriate distribution.
7. Coordinate correspondence between the committee and parties before the committee in regard to communications from the Budget Committee.
8. In the absence of a secretary, the committee members present shall appoint a secretary pro-tem to record the minutes of that meeting.

Vice Chair **-** The Vice Chair, if the Committee opts to choose one, assumes all duties of the Chair in the absence of the Chair. In the absence of a named vice Chair, and the Chair, the Board shall choose a Chair pro-tem to run a meeting.

Code Enforcement Officer, Building Inspector, Local Plumbing Inspector

Revision Date December 18, 2025

General - The Code Enforcement Officer (CEO), Building Inspector (BI), and Local Plumbing Inspector (LPI) is responsible for enforcing the Building and Land Use, Shoreland Zoning, Subdivision, Gravel Extraction, Site Plan, Flood Plain, and other general ordinances enacted by the Town Meeting of Lamoine and, where applicable, ordinances of the State of Maine. Additionally, the CEO/BI/LPI shall advise the Lamoine Planning Board on matters coming before that board.

Supervision – The CEO/LPI/BI shall be immediately supervised by the Board of Selectmen which is also the appointing authority. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board, local ordinance and state laws. The Board of Selectmen may seek input in regard to job performance from the Administrative Assistant, Planning Board, and state officials.

Employment Status – The CEO/BI/LPI is a compensated and contracted part-time employee. The CEO/BI/LPI shall be compensated bi-weekly at a rate calculated by the town treasurer based on the contract in effect.

Some aspects of this position are required by Maine State Statute, including state certification, in addition to the specific duties listed below. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

Duties - The CEO/BI/LPI shall…..

1. Inspect permit applications and, if within the purview of the CEO and in compliance with the codes of Lamoine, issue a permit for said application.
2. If an application is not in compliance, the CEO shall deny the permit and refer the applicant to the Planning Board or the Board of Appeals.
3. Review pre-and final applications for completeness before submission to the Planning Board.
4. For approved permits, the CEO shall inspect buildings under construction, alteration or repair to ensure compliance with all ordinance requirements prescribed by Town of Lamoine when required and within 48 hours of notification of a request for inspection by the permit holder or agent.
5. When conditions are attached to the granting of a permit by the Planning Board, the CEO shall inspect the premises to make certain the conditions are met and to file a complaint if they are not.
6. Investigate, without bias, all complaints of possible code violations, including building, sanitation, and zoning violations and initiate appropriate remedial action to ensure compliance.
7. Determine and collect appropriate fees for all permits requiring a fee and promptly surrender fees collected to the Treasurer.
8. Inspect permitted projects and issue a certificate of compliance when appropriate.

9. Attend ALL meetings of the Planning Board. Attend ALL meetings of the Appeals Board if the appeal being made was initiated as a result of a decision of the CEO. Attend meetings of the Board of Selectmen when requested or when necessary.
10. Assist the Planning Board in the interpretation and application of Town Ordinances.
11. Assist the general public in the interpretation of Town ordinances.
12. Prosecute zoning violators in court under rule 80(k), when certified.
13. Prepare and maintain records of permits and reports on any actions taken and deliver these records to the Administrative Assistant, Assessor and Treasurer.
14. Act as the Town's Building Inspector and Plumbing Inspector.
15. Annually inspect licensed gravel pits, with particular attention paid to water depth readings and reforestation. Water depths should be recorded in a file for each gravel pit.
16. Investigate reports of dangerous buildings, make a formal report of said building's condition and forward the report to the Board of Selectmen.
17. Annually inspect licensed automobile graveyards and junkyards and make recommendations for the permitting process. Investigate reported unlicensed automobile graveyards and junkyards and report violations and/or recommendations to the Selectmen.
18. Immediately supervise and assign, as necessary, tasks listed above to a Deputy Code Enforcement Officer.

Deputy Code Enforcement Officer, Building Inspector, Local Plumbing Inspector

Revision Date September 20, 2012

General - The Deputy Code Enforcement Officer (CEO), Building Inspector (BI), and Local Plumbing Inspector (LPI) is responsible for enforcing the Building and Land Use, Shoreland Zoning, Subdivision, Gravel Extraction, Site Plan, Flood Plain, and other general ordinances enacted by the Town Meeting of Lamoine and, where applicable, ordinances of the State of Maine. Additionally, the CEO/BI/LPI shall advise the Lamoine Planning Board on matters coming before that board.

Supervision – The Deputy CEO/LPI/BI shall be immediately supervised by the Code Enforcement Officer. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board, local ordinance and state laws. The Board of Selectmen may seek input in regard to job performance from the Code Enforcement Officer, Administrative Assistant, Planning Board, and state officials.

Employment Status – The Deputy CEO/BI/LPI is a compensated and contracted part-time employee. The Deputy CEO/BI/LPI shall be compensated as outlined by the contract in effect.

Some aspects of this position are required by Maine State Statute, and some aspects of the job description are included in statute in addition to the specific duties listed below. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

Duties - The Deputy CEO/BI/LPI shall (if directed by the Code Enforcement Officer) perform such tasks of the Code Enforcement Officer's job description as listed in the latest, approved CEO/BI/LPI job description.

Town Clerk/Tax Collector/Registrar of Voters

Revision Date: April 21, 2011

General – The Town Clerk/Tax Collector/Registrar of Voters is appointed by the Board of Selectmen and works on a contractual basis. The position is considered customer service and clerical in nature.

Supervision – The Town Clerk/Tax Collector/Registrar of Voters shall be immediately supervised by the Administrative Assistant to the Board of Selectmen who shall make recommendations to the appointing authority (Board of Selectmen) in regard to job performance, salary and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Town Clerk/Tax Collector/Registrar of Voters is a full time, contracted, compensated position. The appointed tax collector shall annually complete a faithful performance bond application with the town's insurance carrier

All positions are required by Maine State Statute, and some aspects of the job description are included in statute in addition to the specific duties listed below. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

Duties

Tax Collector

The tax collector is responsible for:

- **A.** Collection of all real estate and personal property taxes committed by the Board of Assessors, tax bill generation and mailing, and transmitting collections and an accounting thereof to the Treasurer.
- **B.** Collecting appropriate automobile excise and watercraft excise taxes, and transmitting collections and an accounting thereof to the Treasurer.
- **C.** Maintaining an orderly system of receipts of all collections made and transactions conducted, including filing of paper receipts and data entry into the town's computer system; coordinating with the Treasurer and other authorized town personnel in the development, maintenance, and adaptations of storage and electronic filing systems.
- **D.** Transacting business with the general public on behalf of the town's official agent of the Bureau of Motor Vehicles and the Department of Inland Fisheries & Wildlife.
- **E.** Supervising the preparation of 30-day notices and tax liens in coordination with the Treasurer.
- **F.** Acting as the Deputy Town Treasurer in the absence of the Treasurer.
- **G.** Prepare, in conjunction with the Administrative Assistant to the Selectmen, a report for inclusion in the Lamoine Town Report of the tax collection process.

The Town Clerk is responsible for:

- **A.** Attending all regular and special town meetings and recording the minutes of said meetings in the official record books of the Town Clerk.
- **B.** Supervision of all elections, including but not limited to the hiring of all election personnel, preparation of the polls, and coordination of all election materials necessary by law.
- **C.** Maintenance and processing of all vital records of the town (birth, death and marriage) in a safe storage manner, and in compliance with state statute and policy. Collecting the appropriate fees for such records and making an accounting of and transmission said fees to the Treasurer.
- **D.** Maintenance of the official town record books, recording all information in the record book as required by law and customary practice, and arranging for safe storage of the record books.
- **E.** Compliance with State of Maine dog registration laws, processing dog licenses, and coordinating with the animal control officer for enforcement of registration laws.
- **F.** Preparing, in conjunction with the Administrative Assistant to the Selectmen, a report for inclusion in the Lamoine Town Report of the vital records functions of the office.

The Registrar of Voters is responsible for:

- **A.** Coordination and maintenance of voter registration records through the State of Maine Centralized Voter Registration System and in compliance with applicable state statutes.
- **B.** Attendance at all Town Meetings, state and federal elections for the purposes of registering new voters and providing a voter list to other election officials and the general public.

Other aspects of the jobs include:

- **A.** Attendance at training courses for town clerks, registrar of voters, and tax collectors as required or as approved by the Treasurer.
- **B.** Assisting with general maintenance and cleaning of the town hall as available.
- **C.** Dealing courteously with the public and in accordance with the policies established by the Board of Selectmen.
- **D.** Maintaining regular office hours at the Lamoine Town Office in conjunction with the Administrative Assistant to the Board of Selectmen.

Conservation Commissioner

Approval Date April 21, 2011

General – The Lamoine Conservation Commission was created by ordinance in March 2002. The Commission is tasked with distributing appropriate information, and providing input to the Planning Board and Selectmen on potential ordinance changes, keeping an inventory of open space, and hearing concerns of the public.

Supervision – The appointing authority is the Board of Selectmen. The chair, secretary, and, any other needed officers are selected by the Committee at its first meeting of each fiscal year. Descriptions of these positions are listed under "Duties" below.

Employment Status - The members of the Conservation Commission are classified as non-compensated, non-contracted employees of the Town of Lamoine, subject to all policies and applicable state laws.

Duties – Members of the Conservation Commission shall

1. Meet at least quarterly and set aside at least a portion of each meeting to hear the conservation concerns of the community;

2. Keep records of its meetings and activities, and make an annual report to the municipality to be published as part of the annual municipal report;

3. Conduct research, in conjunction with the Planning Board, into local land areas and natural resources;

4. Seek to coordinate the activities of existing Town committees and Boards and other organizations organized for similar purposes; and

5. Prepare and keep an index of all open areas and significant natural resources and recreational assets in the Town, whether publicly or privately owned, including open marshlands, swamps and other wetlands, and of sources of information about the same prepared or held by other agencies or organizations, all for the purpose of obtaining information relating to the proper protection, development or use of those open spaces, natural resources and recreational assets.

Chair – The Chair of the Conservation Commission, as selected by the membership, shall:

1. Direct the meetings of the Board as needed.
2. Act as the key contact person with town office staff.
3. Coordinate preparation of the agenda with Town Office Staff.

Secretary – The Secretary of the Conservation Commission, as selected by the membership, shall:

1. Arrange for the minutes of all meetings to be recorded in at least written form.
2. Transmit the minutes to Town Office Staff for filing and other appropriate distribution.
3. Coordinate correspondence between the committee and parties before the committee in regard to communications from the Conservation Commission.
4. In the absence of a secretary, the committee members present shall appoint a secretary pro-tem to record the minutes of that meeting.

Vice Chair **-** The Vice Chair, if the Commission opts to choose one, assumes all duties of the Chair in the absence of the Chair. In the absence of a named vice Chair, and the Chair, the Board shall choose a Chair pro-tem to run a meeting.

Cable TV Committee Member

Revision Date April 21, 2011

General – Members of the Cable TV Committee meet on an as needed basis to make recommendations to the Board of Selectmen in regard to the operations and policies of Lamoine's Government Channel on the Cable TV System.

Supervision – Members are not appointed by the municipal officers, but the actions are to be monitored by the Administrative Assistant to the Board of Selectmen, and all actions shall be in conformance to the policies of the Town of Lamoine.

Employment Status – Members of the Cable TV Committee are considered volunteers.

Duties – The members of the Lamoine Cable TV Committee should:

- Attend (if possible) all meetings of the Committee.
- Recommend policies and amendments to policies to the Board of Selectmen.
- Recommend a budget to the Lamoine Budget Committee.
- Recommend major purchases for the Cable TV system.
- Use the equipment to produce programming for the Cable TV system.
- Install and maintain (if practical and able) the equipment to be used for operation of the Cable TV system.

Facilities Maintenance Director

Date: Approved September 10, 2015

General: The Facilities Maintenance Director is responsible for keeping the various buildings and other facilities under the control of the Lamoine Municipal Government in good working and safe condition, performing routine maintenance as identified in the building schedule below, and suggesting non-routine maintenance matters to the Board of Selectmen through the Administrative Assistant.

Supervision: The Facilities Maintenance Director is appointed indefinitely by the Board of Selectmen, and may hold other positions within the town government. This position is immediately supervised by the Administrative Assistant to the Board of Selectmen, and will work cooperatively with all other appointed and elected officials as needed.

Employment Status: The Facilities Maintenance Director is a non-contracted, hourly compensated employee. Compensation shall be determined by the Board of Selectmen, and included in the regular bi-weekly payroll with other compensated employees.

Duties: The Facilities Maintenance Director shall perform the duties as outlined in the table below:

Facility	Activity	Frequency	Other
Town Hall	Janitorial	Weekly	Including, but not limited to clean floors, vacuum carpets, dusting, watering plants, washing windows, cleaning restroom, transport trash & recycling to transfer station as needed.
Town Hall	Grounds Maintenance	As needed	Weeding gardens, shoveling steps, ramp, sign, path to propane tank after snowfall, keeping Veterans memorial clean, policing parking lot for litter etc.
Town Hall	Repairs	As needed	Make any routine repairs to town hall building and fixtures, repairs and improvements as directed. Larger projects, prepare written recommendation to Adm. Asst. for approval.
Transfer Station	Repairs	As needed	Coordinate with transfer station manager on any maintenance needs and repairs beyond routine cleaning
Salt/Sand Shed	Repairs	As needed	Coordinate with snow plowing contractor for any maintenance and repairs required
Lamoine Beach & Bloomfield Park	Outhouse Maintenance, Dog Waste facility	Weekly May, June, Sept, Oct to Columbus Day (2x per week July/Aug)	Clean outhouse seat, pedestal, make sure enough hand sanitizer and toilet paper, sweep, clean as needed. Make sure enough bags in dog waste bag dispenser. General litter cleanup at parks (trash pickup by others)
Storage	Repairs,	As needed	Keep garage in general good order,

(Anderson) Garage	General Maintenance		sweep out as needed, make general repairs as may be required
Fire Station	Repairs	As needed	Consult with fire chief on any repairs or maintenance beyond scope of LVFD crew to perform.
Other (All Facilities)	Inspection	Every 6 months	Inspect all facilities for conformance with Maine BLS standards, good general repair and operation, produce written report for Adm. Asst. and make suggestions for repair projects.

Local Emergency Management Agency (EMA) Director

Date: April 21, 2011

General: The Local Emergency Management Agency Director is responsible for administering the town's local emergency operations plan, and administering the town's Emergency Preparedness Program. The position is referenced in both documents.

Supervision: The Local Emergency Management Agency Director is appointed by the Board of Selectmen and may or may not be a municipal official holding another position(s) within the Town of Lamoine. The position shall be immediately supervised by the Administrative Assistant to the Board of Selectmen (unless holding that position, in which case the Board of Selectmen shall be the immediate supervisor), and work cooperatively with all other appointed and elected officials as needed. The Board of Selectmen is the approval agency for both the Emergency Operation Plan and the Emergency Preparedness Program.

Employment Status: The Local Emergency Management Agency Director is a non-contracted, compensated employee. Compensation is to be determined by the Board of Selectmen.

Duties: The duties as outlined by Emergency Operations Plan are:

1. Establishes and maintains the town Emergency Operations Center (EOC).
2. Develops all town emergency plans and procedures.
3. Coordinates with Hancock County and Maine EMA offices.
4. Coordinates with local American Red Cross (ARC).
5. Responsible for the town Emergency Public Information program.
6. Responsible for the tracking and assignment of emergency/disaster resources.
7. Establishes EOC communications and public warning systems.

As the programming manager for the Local Emergency Preparedness program, the duties are:

1. Administering this program and making sure that it satisfies applicable federal, state and local requirements.
2. Maintaining an emergency call list.
3. Maintaining the evacuation leader system.
4. Providing initial and periodic training on emergency preparedness to employees.
5. Scheduling and coordinating all emergency drills.
6. Auditing the emergency action plan to assure its continued effectiveness.
7. Coordinating emergency responses at the facilities listed above.
8. Interfacing between outside emergency responders and building personnel.
9. Verifying that all employees have left the affected area during emergencies that require evacuation.
10. Assessing the need for outside emergency response.
11. Coordinating disaster response with outside emergency responders.
12. Initiating the town's post-emergency actions and accident investigation reports for any employees who sustain injuries or illnesses on the job.

Additionally, the Lamoine Emergency Management Agency Director shall:

1. Develop and file all applicable paper work with county, state and federal agencies in the event of a declared disaster.
2. Assist in administration of disaster mitigation activities with applicable town personnel.
3. Review both the Emergency Operations Plan and the Emergency Preparedness Program and suggest updates as may be needed to the Board of Selectmen from time to time.

Fire Chief

Revision Date: April 21, 2011

General - The Fire Chief is responsible for the operation of the municipal fire department and for fire protection and suppression activities within the town. Several areas of state statute convey specific duties and authorities upon the Fire Chief.

Supervision – The Fire Chief is immediately supervised by the Board of Selectmen which is also the appointing authority. The Fire Chief is not generally subject to an annual job performance evaluation, but the Board of Selectmen reserves the right to perform such an evaluation from time to time if it chooses. The Town is served by the separately chartered Lamoine Volunteer Fire Department. In practice, the Town appointed chief has also been the elected chief of the separate corporation, but the election by the members of said corporation shall not bind the Selectmen to choose the elected chief as the Town's appointed chief.

Employment Status – The Fire Chief is a compensated, non-contracted employee. Payment is made on an annual, stipend basis at a rate agreed upon by the Selectmen and the Fire Chief during the budgeting process. Payment is subject to all applicable federal and state withholdings. Insurance coverage in addition to those provided by the Town may conveyed by membership in certain professional organizations.

Duties – The fire chief shall:

1. Oversee operations of all personnel acting as the municipal fire department.

2. Be responsible for the maintenance of all firefighting equipment including but not limited to vehicles, pumps, air tanks, communications gear, turnout gear, hydrants, buildings, and other devices used in firefighting.

3. Oversee training of all personnel, ensuring that only adequately trained personnel act on behalf of the Lamoine Fire Department.

4. Formulate the fire department's annual operating budget, assess current and future operating and capital needs, and ensure that the budget is adhered to.

5. Annually report to the town the number and types of fire calls received and responded to by the fire department.

6. Maintain records relating to training, response, maintenance, and any records required by state and federal laws.

7. Keep abreast of the latest training, firefighting techniques, and laws pertaining to firefighting. Ensure that all State and Federal laws are adhered to.

8. Assist the public in fire safety and prevention questions, inquiries or inspections.

9. Appoint officers who shall serve as officers of the town including, but not limited to, Assistant Chief(s), Captain(s), Chief Engineer, Lieutenant(s), Safety Officer(s), Medical Officer(s), Training Officer(s), Communications Officer(s), and firefighters.

10. Maintain a personnel file on all persons engaging in firefighting activities within the Town of Lamoine.

11. Be responsible for formulation and updating as necessary the standard operating guidelines to be used by all personnel of the fire department.

12. Report to the Code Enforcement Officer any building rendered unlivable as the result of a fire incident.

13. Report all fire losses to the Board of Assessors.

14. Report to the Board of Selectmen on those issues mutually important to the fire company, the fire department, and the town.

15. Delegate responsibilities under this job description to other officers within the department.

General Assistance Administrator

Date: April 21, 2011

General: The General Assistance (GA) Administrator is responsible for the administration of the Town of Lamoine General Assistance Ordinance as authorized pursuant to 22-MRSA § 4301 et. seq. . The GA Administrator confidentially processes applications for general assistance submitted by the general public. The GA Administrator also may be called upon from time to time to act as a fair hearing officer for other communities that are signators of a Fair Hearing Authority Agreement through the MDI League of Towns.

Supervision: The General Assistance Administrator is appointed by the Board of Selectmen as Overseers of the Poor and may or may not be a municipal official holding another position(s) within the Town of Lamoine. The position shall be immediately supervised by the Administrative Assistant to the Board of Selectmen (unless holding that position, in which case the Board of Selectmen shall be the immediate supervisor), and work cooperatively with the Treasurer other town officials as needed.

Employment Status: The General Assistance Administrator is a non-contracted, compensated employee. Compensation is to be determined by the Board of Selectmen.

Duties: The duties as defined by The Lamoine General Assistance Ordinance are:

1. Receive General Assistance Applications.
2. Make decision concerning an applicant's right to receive General Assistance based solely upon the current General Assistance Ordinance.
3. Prepare records required by the General Assistance Ordinance in regard to each application for assistance.
4. Communicate with applicants regarding approval or denial of applications.
5. Communicate with vendors regarding basic needs payments.
6. Communicate payment approvals to Treasurer.
7. Coordinate workfare for approved applicants eligible and ordered to perform same.
8. Assure compliance of the General Assistance Program with Maine Statutes and suggest changes to the Overseers of the Poor for periodic updates to the General Assistance Ordinance.
9. Submit reimbursement payment vouchers monthly to the Department of Health and Human Services.
10. Act, when requested and available, as the fair hearing authority for other communities' cases pursuant to the signed agreement between members municipalities of the MDI League of Towns.

Harbor Master (also applies to Deputy Harbor Master)

Revision Date April 21, 2011

General – The Harbor Master (and by extension the Deputy Harbor Master) enforces the Lamoine Harbor Ordinance and applicable state statutes as they apply to the water ways around Lamoine.

Supervision – The Harbor Master is immediately supervised by the Administrative Assistant to the Lamoine Board of Selectmen. The appointing authority is the Lamoine Board of Selectmen which may seek input from the Administrative Assistant in regard to job performance. The Harbor Master is subject to an annual job performance review. The position is subject to all applicable policies, and additional policies and/or duties may be outlined by state statute. Term of appointment is one year.

Employment Status – The Harbor Master (and deputy) is a compensated, non-contracted part-time appointed official, working on a stipend basis. Compensation is annually at a mutually agreed upon rate between the Harbor Master and the Selectmen.

Duties – The Harbor Master (and Deputy) shall:

1. Recommend regulations and rules designed to keep open convenient channels for passage of vessels in harbors and waterways located in Lamoine.
2. Enforce State laws and local ordinances and regulations adopted by the Municipal Officers.
3. Maintain a map of said anchorages approved by the Harbor Master.
4. The harbor master shall be the final arbitrator in cases of mooring rights, and shall assign moorings to boat owners. The harbor master may change assignments of all watercraft moored from time to time as crowded conditions dictate and as the harbor master sees fit.
5. The harbor master shall inform mooring assignees that mooring assignments are not transferable.
6. When practical, the harbor master shall assign mooring privileges in those waters where individuals own shore rights to a parcel of land.
7. No person shall be allowed to bring into Town boundary waterways or maintain any derelict watercraft, watercraft for salvage or abandon any craft without a permit from the harbor master. (Selectmen are final judge of derelict and abandoned watercraft).

Health Officer

Revision Date: April 21, 2011

General – The Health Officer is appointed by the Board of Selectmen and works on a non-contractual, compensated basis. The position is considered administrative in nature. Appointments may be up to three years in length. The duties include administrative functions, communicable disease control, environmental health protection and nuisance control, and other duties as needed.

Supervision – The Health Officer shall be immediately supervised by the Administrative Assistant to the Board of Selectmen who shall make recommendations to the appointing authority (Board of Selectmen) in regard to job performance, salary and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Health Officer is a part time, compensated employee. Payment of the base salary as approved by the annual budgeting process shall be annually.

Some aspects of this position are required by Maine State Statute, and some aspects of the job description are included in statute in addition to the specific duties listed below. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

Duties

1. Annually report to the Department of Health and Human Services proceedings and other facts required as per 22 MRSA § 455.

2. Assist in reporting, preventing and suppressing diseases and dangerous conditions to health subject to the supervision of DHHS. If the Health Officer is aware of a notifiable disease, it must be reported to DHHS.

3. Receive and examine all complaints concerning nuisances dangerous to life and health within the limits of jurisdiction.

4. Enforce all state laws & rules of DHHS, and call for assistance of law enforcement officer if necessary.

5. If required, make an annual report to the Selectmen of all complaints received & actions taken in capacity as Health Officer of Lamoine. If no actions are taken and no complaints received, no report is required.

Local School Advisory Committee Member

Creation Date April 21, 2011

General – The Local School Advisory Committee was created by an ordinance passed by Town Meeting on June 24, 2009. The purpose of the committee is contained within this ordinance.

Supervision – Members of the Local School Advisory Committee are appointed by the Board of Selectmen with the exception of the Chair, which is the duly elected and sworn representative to RSU #24.

Employment Status – The members of the Local School Advisory Committee are classified as non-compensated, non-contracted employees of the Town of Lamoine, subject to all policies, local ordinances, and applicable state laws. The ordinance referred to above also serves as guidance policy for committee member status.

Duties – The duties of the Local School Advisory Committee, as contained in the above referenced ordinance are:

1. Meet in public session on at least a quarterly basis.
2. Develop a budget in accordance with the procedures outlined in section VII to present to the Town Meeting.
3. Advise the building administrator in regard to hiring procedures.
4. Annually prepare a written report to the community for publication in the Lamoine Town Report. This report may include a recommendation to the Lamoine Town meeting whether or not to repeal this ordinance (i.e. discontinue the Local School Advisory Committee) (RSU #24 Plan, Appendix 4-A #11).

Parks Commissioner

Revision Date April 21, 2011

General – Parks Commissioners are appointed pursuant to Section 5 of the Lamoine Parks Ordinance, latest revision. Commissioners are responsible for the general operation of Lamoine's Parks.

Supervision – The appointing authority is the Board of Selectmen. Terms of office are 3-years in length. The chair, secretary and other board officials are selected by duly appointed commissioners.

Employment Status – Parks Commissioners are classified as non-compensated, non-contracted employees of the Town of Lamoine, subject to all policies and applicable state law.

Duties – As outline in the Lamoine Parks Ordinance, commissioners shall:

a. Meet at least quarterly to consider issues regarding Town Parks;
b. Keep records of its meetings and activities, and make an annual report to the municipality to be published as part of the annual municipal report;
c. Recommend rules of operation, including hours of operation, for each town Park consistent with the provisions of this Ordinance, for the consideration of the Municipal Officers;
d. Consider requests for special event permits authorized by this Ordinance below and issue such permits as appropriate; and
e. Coordinate enforcement of this Ordinance with appropriate officials.
f. Additionally, the Commission shall cause to be carried out appropriate maintenance for each of the town parks within the approved budget.

Chair – The Chair of the Parks Commission, as selected by the membership, shall:

a. Direct the meetings of the Commission as needed.
b. Act as the key contact person with town office staff.
c. Develop the annual budget.
d. Coordinate preparation of the agenda with Town Office Staff.

Secretary – The Secretary of the Parks Commission, as selected by the membership, shall:

a. Arrange for the minutes of all meetings to be recorded in at least written form.
b. Transmit the minutes to Town Office Staff for filing and other appropriate distribution.
c. Coordinate correspondence between the board and parties before the commission in regard to communications from the Parks Commission,
d. In the absence of a secretary, the board members present shall appoint a secretary pro-tem to record the minutes of that meeting.

Other Commission Officers – The Parks Commission, should it choose, may appoint other officers as needed from among duly appointed and sworn commissioners. It is up to the Commission to develop a job description as necessary for the chosen position(s).

Planning Board Member(s)

Revision Date April 21, 2011

General - A member of the Lamoine Planning Board is appointed by the Selectmen. Terms are for 5 years. In general, the Board is responsible for the implementation, interpretation, and recodification of the ordinances of Lamoine.

Supervision – The appointing authority is the Board of Selectmen. The chair, secretary, and, should the Planning Board members choose, vice chair of the Planning Board are selected annually in July by and from among the appointed and sworn board members. Descriptions of these positions are listed under "Duties" below.

Employment Status – The members of the Planning Board are classified as non-compensated, non-contracted employees of the Town of Lamoine, subject to all policies and applicable state laws.

Duties – All Planning Board members shall:

a. Attend all meetings of the Planning Board.
b. Familiarize themselves with the ordinances of Lamoine, the layout of the Town, and the Comprehensive Plan.
c. Act on such issues as may come before the Planning Board.
d. Act under the direction of the Chair and majority of the Board as to tasks that may come before the Board.

Chair – The Chair of the Planning Board, as selected by the membership, shall:

a. Direct the meetings of the Board as needed.
b. Act as the key contact person with town office staff.
c. Develop the annual Planning Board Budget.
d. Coordinate preparation of the agenda with Town Office Staff.

Secretary – The Secretary of the Planning Board, as selected by the membership, shall:

a. Arrange for the minutes of all meetings to be recorded in at least written form.
b. Transmit the minutes to Town Office Staff for filing and other appropriate distribution.
c. Coordinate correspondence between the board and parties before the board in regard to communications from the Planning Board.
d. In the absence of a secretary, the board members present shall appoint a secretary pro-tem to record the minutes of that meeting.

Vice Chair - The Vice Chair, if the Board opts to choose one, assumes all duties of the Chair in the absence of the Chair. In the absence of a named vice Chair, and the Chair, the Board shall choose a Chair pro-tem to run a meeting.

Municipal Representative to Joint Board
Frenchman Bay Regional Shellfish Ordinance

Revision Date April 21, 2011

General – A municipal officer shall serve as the representative for Lamoine at meetings of the Joint Board under the auspices of the Frenchman Bay Regional Shellfish Conservation Ordinance.

Supervision – The appointing authority is the Board of Selectmen. The appointed member shall be a municipal officer who serves at the pleasure of the Board of Selectmen.

Employment Status – The municipal representative, by virtue of being a municipal officer, is a compensated, non-contracted employee. The Board of Selectmen may opt to compensate the municipal representative within the confines of either the municipal or shellfish enforcement budget.

Duties – The municipal representative to the joint board shall:

- Attend (if possible) all meetings of the joint board.
- Seek input on joint board matters from the shellfish and marine harvesting community, the Board of Selectmen, and general public.
- Periodically report to the Board of Selectmen on activities being undertaken by the joint board.
- Transmit to the Budget Committee (ideally through Town Office Staff), the budgeting needs of the joint board as they relate to the Town of Lamoine's share in order to compile future budget documents and warrant articles.

Road Commissioner

Revision Date: April 21, 2011

General – The Road Commissioner is appointed by the Board of Selectmen and works on a non-contractual basis. The position is considered mostly administrative in nature, though some physical labor may be involved at the employee's discretion. The Road Commissioner for Lamoine is responsible for coordinating the maintenance for safe passage of all Town roads.

Supervision – The Road Commissioner shall be immediately supervised by the Administrative Assistant to the Board of Selectmen who shall make recommendations to the appointing authority (Board of Selectmen) in regard to job performance, salary and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status – The Road Commissioner is a part time, compensated position. Payment of the base salary as approved by the annual budgeting process shall be semi-annually. Payment of any labor performed by the Road Commissioner in execution of items below shall be at the next expenditure warrant following submission of an approved bill to the Treasurer and subject to final approval of the expenditure warrant by the Board of Selectmen. The Selectmen and Road Commission may opt to enter a contract to further define the compensation rate beyond the base rate.

Some aspects of this position are required by Maine State Statute, and some aspects of the job description are included in statute in addition to the specific duties listed below. The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

1. Have charge of the repairs of all highways and bridges within the town and shall have authority to utilize the necessary personnel and equipment and purchase material for the repair of highways and bridges (23 MRSA § 2701 et seq).

2. Periodically inspect the town roads and arrange for removal of loose obstructions to travel and recommend to the Selectmen maintenance activities to ensure safe public travel.

3. Develop the annual road maintenance budget in conjunction with the Administrative Assistant to the Selectmen to be submitted to the Selectmen and Budget Committee.

4. Arrange for budgeted maintenance activities. Prior to the start of the maintenance activity, the Road Commissioner shall submit for final approval the list of such activities to be under taken. The Selectmen will either approve or disapprove of the projects, and decide, in conjunction with the Road Commissioner, the most appropriate way to award and assign activities not undertaken directly by the Road Commissioner.

5. In cases of sudden damage to ways and bridges, the Road Commissioner shall, without delay, arrange for repair. In these emergency cases, prior approval from the Selectmen is not required. However, the Road Commissioner shall file a detailed report with the Administrative Assistant within the next 5 business days after the emergency repair is completed. For this purpose, an emergency is defined as any incident which could immediately endanger life and/or property.

6. When any ways are blocked or encumbered with snow, the Road Commissioner will arrange to have it removed in a manner directed by the Selectmen (as per 23 MRSA § 3201).

7. Arrange for installation, repair and/or replacement all approved signs on the local roads, including all street name signs.

8. Inspect proposed entrances onto local, public roads for compliance with local and state codes and process entrance applications with the Code Enforcement Officer and Addressing Officer.

9. Follow policies and procedures for purchases of equipment and labor established by the Board of Selectmen and to suggest changes to such policies that might improve the road maintenance process.

Regional Shellfish Conservation Committee Member

Revision Date April 21, 2011

General – Members of the Shellfish Conservation Commission act in coordination with the Joint Municipal Board under the auspices of the Frenchman Bay Regional Shellfish Conservation Ordinance. Each member so appointed shall be a licensed commercial harvester.

Supervision – The appointing authority is the Board of Selectmen. One member and one alternate shall be appointed to the committee.

Employment Status – The Shellfish Conservation Committee members are considered non-contracted, non-compensated employees. In addition to any general policy of the Town of Lamoine, removal from the committee is mandatory if any appointed member is convicted of a violation of the Frenchman Bay Regional Shellfish Conservation Ordinance.

Duties – The Regional Shellfish Conservation Committee Member shall:

- Attend (if possible) all meetings of Shellfish Conservation Committee.
- Assist in presenting to the Joint Municipal Board a budget for the enforcement of the Frenchman Bay Regional Shellfish Conservation Ordinance.
- Review said ordinance and make recommendations for amendments.
- Recommend management actions for the enhancement and preservation of the Shellfishing resources of the region.
- Recommend enforcement actions to the Municipal Joint Board.
- Assist in preparing a report to the Maine Department of Marine Resources.
- Assist in identifying potential pollution threats to the Shellfishing resources in the region.
- Submit annually a Shellfish Management Plan annually to the Joint Board.
- Submit annually a commercial license allocation plan to the Joint Board.

Transfer Station Manager

Revision Date April 21, 2011

General - The Transfer Station Manager is responsible for the operation of the Lamoine Transfer Station.

Supervision – The Transfer Station Manager is immediately supervised by the Administrative Assistant to the Board of Selectmen. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board, local ordinance and state laws. The Board of Selectmen may seek input in regard to job performance from the Administrative Assistant.

Employment Status – The Transfer Station Manager is a part-time compensated and contracted employee. The employee shall be compensated as part of the bi-weekly payroll according to the terms of the contract.

The position is subject to all applicable policies of the Board of Selectmen, and is subject to an annual performance review supervised by the Board of Selectmen with substantial input from the Administrative Assistant to the Selectmen.

Duties - The Transfer Station Manager shall…..

1. Be present at the Lamoine Transfer Station during all hours the facility is open to the public.
2. Assist the public with advice on trash disposal options, with a special emphasis on recycling education.
3. Maintain a neat and orderly appearance of the buildings, grounds, and other facilities of the transfer station.
4. Secure the transfer station against intrusion at times the facility is not open.
5. Inspect vehicles to assure all users are permitted by the Town of Lamoine.
6. Maintain records of the swap shop, and periodically relay information regarding the type and weight of materials recycled through the shop to the Administrative Assistant.
7. Operate the facility within the guidelines of the DEP operating manual.
8. Periodically report to the Board of Selectmen *(via the Administrative Assistant to the Selectmen)* the activities of the transfer station.
9. Inform the Selectmen *(via the Administrative Assistant to the Selectmen)* about any problems that need to be dealt with at the facility.
10. Report any incidents, accidents, or emergencies that may occur at the facility to the proper authorities, including the Board of Selectmen.
11. Keep the facility in safe working order for the public.
12. Report any problems with private contractors using the facility, either for trash drop off, or removal of materials under contract with the Town of Lamoine.
13. Be familiar with and adhere to policies of the Town of Lamoine Board of Selectmen.
14. Arrange for coverage by a suitable person for those times when the employee cannot be present during open hours and notify the Administrative Assistant prior to those absences and submitting a time sheet on behalf of the fill-in to the Treasurer for payment. Fill-in attendants are subject to pre-approval by the Board of Selectmen.

Treasurer

Revision Date: April 21, 2011

General: The treasurer is the chief financial officer of the Town of Lamoine, responsible for the safekeeping of cash, disbursements as instructed by the Selectmen, and maintaining accurate records of such. The Administrative Assistant serves as the town treasurer unless alternative provisions are made by the Board of Selectmen.

Supervision: The Treasurer is appointed by and supervised by the Lamoine Board of Selectmen. In the event that a separate appointment is made (at the discretion of the Board of Selectmen), The position is immediately supervised by the Administrative Assistant who shall make recommendations to the Board of Selectmen in regard to job performance, salary (if separate), and, if necessary, discipline. Hiring and termination authority rest finally with the Board of Selectmen according to the policies established by the Board.

Employment Status: Provided the Treasurer also serves as the Administrative Assistant to the Board of Selectmen, the combined positions are a full time contracted, compensated position. Refer to the Administrative Assistant's job description. In the event that the Treasurer is a separately appointed position, the job shall be considered a part-time, contracted and compensated position. The employee shall, in either case, submit a faithful performance bond application with the town's insurance carrier annually.

This position is required and defined by state statute and some aspects of the job are defined by state statute in addition to the duties listed below. This position is subject to an annual performance review supervised by the Board of Selectmen and, if a separate position from the Administrative Assistant, substantial input into the job performance will be given by the Administrative Assistant.

Duties

The Treasurer shall:

- **A.** Be responsible for developing and administering cash handling systems, generation of written or electronic cash receipts, and appropriate disposition of funds received from all town officials and other sources into the Town's account(s) at chosen financial institutions.
- **B.** Be responsible to ensure that all monies collected are deposited into the Town's accounts daily when at least $300.00 of cash or checks has accumulated.
- **C.** Prepare a monthly reconciliation of the Town's checking account(s) comparing the bank balance, the Town's checkbook balance, and the general ledger balance, and transmitting for approval said reconciliation to the Board of Selectmen.
- **D.** Maintain the town's cash management/investment funds in accordance with policies approved by the Board of Selectmen, transferring funds to and from the general fund and the checking account(s) to adequately provide for payment of appropriations and attempt to maximize investment interest returns.
- **E.** Maintain the general ledger and bookkeeping systems for the Town.

Prepare and distribute reports of financial activity in comparison to the approved budget prior to each Selectmen's in such format as the Selectmen request.

- **F.** Prepare the expenditure warrants for the Board of Selectmen and execute approved payments according signed warrants and disbursement policy.
- **G.** Prepare all personnel payroll disbursements for the town, withhold proper payroll taxes, file the proper returns with State and Federal taxing agencies, and preparing all required payroll related forms for compensated personnel.
- **H.** Manage the Cemetery trust fund accounts held by the Town.
- **I.** Prepare an annual report to be printed in the Town Report.
- **J.** Prepare all documents to be supplied to the Town's contracted auditor for the annual audit.
- **K.** Maintain all tax lien accounts, send out foreclosure notices as required by Maine Statute, inform Selectmen of those properties acquired by the automatic foreclosure process, and supervise disposition of said foreclosed properties.
- **L.** Provide public information regarding the town's treasury to the general public, town officials, and the media as reasonably requested.

Signature Page – Job Description Revisions, April 21, 2011

We, the undersigned Board of Selectmen hereby adopt the attached General Policies and Job Descriptions, rescinding previous versions of the job descriptions and general policies that have been adopted.

Ordered this 21st day of April, 2011 by:

_____	_____	_____
Cynthia Donaldson	S. Josephine Cooper	Richard Fennelly, Jr.

_____	_____
Gary McFarland	William Brann

The Lamoine Board of Selectmen