



**Town of West Newbury**  
**Board of Selectmen**  
**Wednesday, January 30, 2019 @ 6pm**  
381 Main Street, Town Office Building  
[www.wnewbury.org](http://www.wnewbury.org)

**AGENDA**

**Executive Session:** *6pm in the Town Manager's Office*

- MGL Chapter 30A §21(a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel;
- MGL Chapter 30A §21(a) 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares;
- MGL Chapter 30A §21(a) 7: To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.

**Open Session:** *Immediately following the Executive Session, also in the Town Manager's Office*

**Regular Business**

- A. Process and timing for review of Police Chief candidates
- B. Proposed revisions to job descriptions for employees with contracts with Board of Selectmen and/or appointed by the Board

**Town Manager Updates**

- C. Update on revisions to job descriptions under Town Manager appointing authority
- D. Follow up meeting assignments
- E. Placing items for future agendas

*Posted Agenda on 1/28/2019 at the Town Offices and the Town's Official Website [www.wnewbury.org](http://www.wnewbury.org)*



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: January 28, 2019  
RE: Process to review Police Chief candidates

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The Board has previously established an objective of conducting first-round interviews with six to eight candidates. (The Board of course retains the option to interview more candidates, but that is the baseline goal).

The Board has, and I share, concerns that the public disclosure of candidates' names – prior to the finalist round – could (to quote the Attorney General's OML Guide) “have a detrimental effect in obtaining qualified applicants.” However, as you know, the Open Meeting Law does not permit a quorum of the Board to conduct an initial screening review in Executive Session.

The following process is recommended in order to allow full engagement by each member of the Board in informing a slate of candidates for interview, while complying with the Open Meeting Law:

1. After the position advertisement closes on February 1<sup>st</sup>, each Board member review the applicants (including applicants from the initial advertisement that closed Dec. 26<sup>th</sup>) and provide my office your “short list” of 6-8 candidates for recommended interview. Do not discuss your recommendations with any other Board member.
2. On the basis of your recommendations, I will prepare a proposed slate of candidates for first-round interview, and provide this to the Board members, individually, for review. Board members may have questions about why specific candidates were included or not.
3. Once I have communicated with each Board member, if/as needed, I will either recirculate the same slate or, if Board member feedback results in changes in my recommendations, circulate a revised slate.
4. Once the slate is finalized, candidates will be notified and interviews will be scheduled.

This process is recommended for endorsement by the Board, if/as amended. It will also be good, at Wednesday's meeting, to talk through the anticipated schedule to get interviews scheduled. We can also discuss at that time, with Mike McCarron's advice, how best to structure the interviews so as to allow Board member engagement while preserving candidates' legitimate privacy interests.



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: January 28, 2019  
RE: Proposed revisions to employee job descriptions (personnel appointed by Board)

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To fully execute the recent Finance/Board of Selectmen office reorganization, revisions to job descriptions for employees appointed by the Board of Selectmen will be necessary. The most significant changes I proposed are summarized as follows:

- Executive Administrator. Remove HR admin/employee orientation. Remove contract administration. Among other clarifications, add Town facilities rentals. Add responsibility for OSHA compliance. Add detail regarding functions already performed.
- Town Accountant. Among other clarifications, add “Administers all town contracts, to insure compliance and identify when contracts are expiring or coming up for renewal.”
- Town Clerk/Counsel. Add “Records and prepares minutes of executive session Selectmen’s meetings as assigned.”

While some changes are simply clarifications, most changes would need to happen concurrently in order to ensure no gap in responsibility for all necessary job functions.

I have prepared detailed revisions, have reviewed them with personnel, and found agreement with all proposed changes. Redlined drafts have been provided to you separately.

Each of the positions listed above has an employment contract with and/or is appointed by the Board of Selectmen. I therefore seek Board authorization of these changes.

As you know, during their initial meetings I have recommended that the Personnel Advisory Committee prioritize the preparation of potential amendments to the Personnel Policy that would clearly set out the process and authority for revising job descriptions, including as this may vary depending on where the appointing authority rests. Town Counsel has been asked to prepare an initial draft for review.

While it will be good to get this procedure more clearly spelled out in Town policy, until that time it is important to move forward more promptly to effect the proposed changes.

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST NEWBURY**

**JOB TITLE: EXECUTIVE ADMINISTRATOR TO THE BOARD OF SELECTMEN (L8)**

**DEFINITION**

Responsible for administrative tasks of the Town Manager and the Board of Selectmen.

**JOB ENVIRONMENT**

Works under the general direction of the Town Manager who assigns and reviews the work performed. The work is performed in an office environment.

**ESSENTIAL FUNCTIONS**

~~Human Resource administration / employee orientation. Serves as the new and terminating employee point of contact for orientation, health insurance sign up, issuing of a computer, keys and any other applicable items.~~

Represents and acts as a liaison to Local and State Officials, State and Federal Agencies and insurance companies. Processing all insurance claims.

Serves as the principal communications manager to the public. Provide consistent messages across all communication channels. Examples of areas managed are the Town website, opt-in outgoing e-mail, social media and Town Office & Public Safety exterior signs.

~~Education and training of staff and Committee members on the use and maintenance of the Town website.~~

~~Administers all town contracts, to insure compliance and identify when contracts are expiring or coming up for renewal.~~

Maintenance of efficient and accurate records, correspondence, permits, minutes, licenses, appropriation expenditures, appointments, insurance documents, and other records maintained by the Town Manager and the Board of Selectmen.

Preparation of Warrants for Annual and Special Town Meetings, and the Annual Town Report.

~~Coordinates use of facilities for all town property and manages the usage of all town facilities, such as meeting rooms, the Annex and Old Town Hall. Responsibilities include:~~

~~Managing the keys to the Town's facilities and tracking them down when not timely returned.~~

~~Showing space to prospective renters.~~

~~Handling phone calls, emails, and in-person correspondences regarding dates, facilities and availability. Verifying compliance with applicable insurance requirements as determined by the Board of Selectmen. Securing comments and approvals from Police Chief and Fire Chief, as needed.~~

~~Signing off on approval of Facility Rentals upon compliance with applicable requirements, maintaining project files, and maintaining electronic calendar.~~

Processes Special Event Permit applications in accordance with Town policy, including communicating requirements as necessary to ensure that the applicant understands the requirements including applicable deadlines necessary for timely action by the Board of Selectmen.~~Provides back-up for the Administrative Assistant, when they are not in the office.~~

Supports the Town Manager's efforts to ensure compliance with OSHA requirements within the 1910 Building, including coordination with DPW/Facilities personnel as needed, and serving as the Program Coordinator for the OSHA Hazard Communication Program within the 1910 Building (but not including the Council on Aging/Senior Center).

Coordinates with Finance personnel regarding the payment of authorized expenses from the Elliott Fund.

Coordinates annual Memorial Day Parade. Communications with parade participants, including Town departments (i.e. Fire, Police) and Grand Marshal. Coordinating set-up with Facilities personnel.

Permanent full-time position which includes attending meetings of the Board of Selectmen.

### **EXAMPES OF WORK:**

Prepares the Selectmen's meeting agenda, material and schedules appointments, etc.

Records and prepares minutes of executive session Selectmen's meetings as assigned. Coordinates open session minutes from the minutes taker, and in the absence of a minutes taker records and prepares minutes of open session Selectmen's meeting.

Following the Selectmen's meeting, transcribes or composes all necessary correspondence and, under the oversight of the Town Manager, carries out all related follow-up tasks resulting from the meeting.

Prepares and maintains a record of all licenses issued by the Board of Selectmen.

Handles the duties necessary relative to the issuance of liquor licenses, including the collection of all affidavits, the proper completion of the correct ABCC forms, publishing the required legal notices for hearings and advising holders of the current renewal procedures for final approval of the Board of Selectmen.

Oversees and supervises the organization of the Board of Selectmen files, including determining what needs to be retained in accordance with the Records Retention Schedule required by the Commonwealth.

Coordinates the printing of the Annual Town Report. Performs as liaison between printer, Town Manager and Selectmen, collects all department reports, budget information and financial statements.

Assists in the preparation of Warrants and Motions for Annual and Special Town Meetings. Maintains record of all articles submitted, prepares Warrant for posting and performs other related duties.

Assists in annual appointments and maintains list of current vacancies on Boards and Committees. Insures conformance to state requirements, such as ethics certification and open meeting law compliance, by keeping the records of these activities.

Prepares and posts Legal Notices for bid requests, employment ads, necessary hearings, etc.

Research and follow-up on Town Manager and Selectmen's business, contacting state agencies for clarification and assistance, contacting other Town Departments for information or direction, filling out reports, writing letters, etc.

Provides information and conducts special studies and research for the Town Manager and the Selectmen.

Works directly with Insurance Agent with regard to Town's insurance coverage. Handles all claims. Prepares first Report of injury forms and related matters for Workers' Compensation. Maintains insurance policies for the Town and Certificates of Insurance for other who have named the Town as an additional insured.

Performs all other tasks as required or as directed by the Town Manager.

### **RECOMMENDED MINIMUM QUALIFICATIONS**

#### Education and Experience

High School graduate required.

Bachelor's Degree preferred.

Four (4) years of progressively responsible municipal experience.

#### Knowledge, Ability and Skill

Good secretarial skills, including word processing, office procedures, bookkeeping, filing, etc.

Excellent verbal and written communication skills.

Understanding of municipal law, function, administration. Ability to deal with the public, state & local officials and Town departments and committees.

#### Physical requirements

Sit, stand and walk for 8 hours per day.

Occasionally lift / carry up to 30 lbs.

Department: Finance

Date of Revision: FY 2011 **DRAFT FY 2019**

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST NEWBURY**

**JOB TITLE: TOWN ACCOUNTANT**

**DEFINITION**

The Town Accountant (TA), appointed by the Board of Selectmen but subject to day-to-day oversight by the Town Manager~~Finance Director~~, is responsible for the development, operation and maintenance of financial information and internal control systems for the town in conformance with Massachusetts Statutes and Town By-Laws, accounting standards promulgated by the Bureau of Accounts, and the information requirements of town boards and departments to the extent provided for by town resources.

The TA works with the Town Manager, Finance ~~Director~~personnel, Finance Committee, Assessors, Board of Selectmen and other town departments and is responsible for accounting operations relative to all town receipts and disbursements, and other accounting transactions. He/She is the custodian for all original copies of contracts, including insurance policies, provided to him/her by the various departments.

**JOB ENVIRONMENT**

The TA supervises the clerical personnel and is responsible to the Finance Director. This position works in an office environment.

**ESSENTIAL FUNCTIONS**

Examines all vouchers and supporting documentation to determine the propriety thereof and the availability of existing appropriations. Requests opinions and/or rulings from the Bureau of Accounts and/or the Town Counsel for questionable expenditure requests.

Periodically tests payroll computations and processing.

Prepares the biweekly warrants for the approval of the ~~Board of Selectmen~~Town Manager.

Posts all warrant information into the computerized accounting system.

Posts all receipt information into the computerized accounting system.

Prepares and posts all journal entries to the computerized General Ledger.

Generates monthly Appropriation/Expenditure Reports by department.

Generates monthly Trial Balances.

Reviews and approves Quarterly Cash Reports to the Bureau of Accounts.

Department: Finance

Date of Revision: FY 2011 **DRAFT FY 2019**

Prepares the annual Schedule A Report and the Balance Sheet Report to the Bureau of Accounts.

Assists in the preparation of the Tax Recapitulation Sheet.

Assists town departments in the preparation of required state and federal reports of a financial nature, when necessary.

Administers all town contracts, to insure compliance and identify when contracts are expiring or coming up for renewal.

Performs internal audits and a review of cash accounts at least once each year, in accordance with the provisions of chapter 41, Sections 50, 52 and 53 of the General Laws.

Reconciles the General Ledger cash accounts with the Finance Director on a monthly basis.

At the town's expense, attends meetings, workshops, seminars, and conferences of a professional nature in order to keep abreast of current trends, procedures, legal requirements and information relative to the TA's position and the town's accounting system.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### Education and Experience

Associates Degree in Accounting or

A minimum of five years municipal accounting experience including two years in a supervisory capacity

### Knowledge, Ability and Skill

Working knowledge of Governmental Accounting Principles as required to understand and implement the Uniform Municipal Accounting System (UMAS)

Familiarity with applicable Town Bylaws, Federal and State Statutes and Regulations related to municipal financial management and control

Personal computer literacy

Ability to meet reporting deadlines on a timely basis.

### Physical Requirements

Must be able to operate adding machine and computer.

Vision and hearing.

Must be able to lift 20 pounds.

Must be able to sit/stand for extended periods of time.



**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST NEWBURY**

**JOB TITLE: TOWN CLERK /TOWN COUNSEL  
(L10)**

**Position Purpose:**

The purpose of this position is to perform professional work in connection with the maintenance of official municipal records, the issuing of various licenses and official documents, the management of the Town census, and the direction of election activities. As in-house Town Counsel, serves as chief legal representative for the Town. The incumbent works in partnership with other employees, departments/divisions, agencies and the public in delivering effective and innovative services. Performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs a variety of highly responsible functions in accordance with federal, state, and town bylaws requiring the exercise of considerable judgment and discretion in interpretation and application, and for which there is direct accountability to the Commonwealth.

*Supervision Received:* Works under the administrative direction of the Finance Director and in accordance with the provisions of the Massachusetts General Laws and Chapter 270 of the Acts of 1990, and the rules and regulations of the Secretary of State's office and the Department of Revenue.

*Supervision Given:* Supervises one employee, developing job direction, assigning tasks and instructions, and monitoring performance. Supervises numerous seasonal election works.

**Job Environment:**

Work is performed under typical office conditions, with frequent interruptions. Provides assistance and information to the general public on a walk-in basis and on the telephone. Required to attend evening meetings. The Town Clerk and Town Counsel is also required to attend all annual and special town meetings. Represents the Town at hearings and in court.

Operates computer and general office equipment such as copier, fax, and telephone.

Makes frequent contacts with town departments, boards and committees, state, county, and federal officials, banks, and the general public, to provide information and solve problems. Contacts usually involve the provision of information of a technical, legal, or factual nature to the public or interested parties.

Has access to confidential information such as certain vital statistics and legal cases.

Errors could result in delay and confusion, result in the improper disclosure of confidential information, have legal and/or financial repercussions, and cause adverse public relations.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

*Town Clerk:*

Acts as the *Information Source* to the town departments and the general public regarding all federal, state and local regulations and town bylaws, rules and regulations.

Serves as *Custodian of all Town Records*. Serves as custodian of official town records and public documents. Maintains Town records in conformity with the Massachusetts General Laws. Records, catalogs, and files town records. Performs certification and recording for the Town as required on legal documents and other requisite records.

Serves as *Chief Election Officer* for the Town. Arrange details of all local, state, and federal elections in accordance with the requirements of the Secretary of State's office and local bylaws. Manages all on-site activity at election polls. Staff polls in accordance with general laws. Transport ballot and ballot boxes. Supervises election officers and poll workers and department personnel. Oversee and announce final election results. Administer and is a member of the Board of Registrars.

Serves as *Registrar of Vital Statistics*, recording births, marriages and deaths; serves as custodian of town records and issues certified copies of same; records and issues certified copies of births, deaths and marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records.

Records *Town Meeting Votes* and sends accepted bylaws to the Attorney General's office for approval. Certifies town budget in order for Assessor to set tax rate; certifies votes of all Town Meeting actions, as required. Prepares calendar for Annual and Special Town Meetings. Prepares voter list for checking voters into Town Meetings, keeps records of attendance. Notifies Secretary of State of the acceptance by the Town of Chapters and Sections of General Laws and of any Special Acts.

Serves as *Town Census and Voter Registration Administrator*. Arrange for and maintain the annual census of each resident of the Town. Prepare and print the annual street list. Verify and certify residency of individuals upon request. Transmit census information to Jury Commission for jury list according to jury commissioners' format. Manage the voter list and associate interactions with the State Voter Registration Information.

Issues a variety of *State and Town Licenses, Permits and Certificates*, including burial permits; provides for adequate maintenance of associated records and the collection of fees; submits

Department: Finance

Date of Revision: FY 2010 **DRAFT FY2019**

reports and fees to the Treasurer. Issues annual dog licenses, ensuring that vaccination against rabies is current. Issues fishing/game licenses.

Serves as *Keeper of the Official Seal of the Town*; administers oaths as necessary to all elected officials, appointed members of boards and committees, and police and fire department personnel. Attest to elected officials signatures. Attest to and maintain files of appointed and elected Town officials. Issue certificates of the votes at Town Meeting as required by law or upon request. Seal and attest, by signature, to bylaws, resolutions, and contracts, easements, deeds, bonds, and other documents requiring Town certification.

Undertake research and prepare answers for Federal, State, County and/or Town government officers. Disseminate Open Meeting Law and State Ethics Code and guidelines for municipal officials. Attend all Town Meetings, record all votes and certify votes affecting the finances of the Town.

Call Town Meetings in the absence of the Board of Selectmen. In the absence of the Moderator, presides over Town Meeting until the election of a Moderator, according to law. Prepare any secret or paper ballots under the direction of the Moderator.

Prepares and oversees the department's budget. Purchases all office supplies and equipment, as needed; processes all bills for payment. Prepares annual report for department.

Maintains cash record book with accounting to Treasurer and Accountant on all fees collected by the office; cash turned over to Treasurer weekly.

Serves as *Chief Procurement Officer*. Directs centralized procurement efforts ensuring that the Town engages in effective purchasing procedures and contract management in compliance with Massachusetts Laws governing municipal procurement.

Serves as *Town Counsel*. Provides legal counsel to the Board of Selectmen and other Town officers, boards, and committees and Town Meeting. Represents the Town in Court and administrative proceedings in accordance with the Town Counsel Bylaw and the Massachusetts General Laws.

As legal counsel, maintains confidentiality in accordance with applicable laws. Performs legal research; prepares and reviews memoranda, bylaws, resolutions, intergovernmental agreements, contracts, easements, and dedications of right-of-way, leases, deeds, and other legal documents as required. The incumbent prepares civil cases for trial and investigates claims and complaints by or against the Town; and tries cases in Court. Prepares legal opinions of routine to complex nature. Provides legal advice to the Board of Selectmen and the Town.

Prepares a variety of reports and projects as requested by the Board of Selectmen and other Town officials.

Records and prepares minutes of executive session Selectmen's meetings as assigned.

Attends professional meetings, training programs, and seminars in order to stay abreast of changes or new trends in the field and to maintain knowledge of pertinent Massachusetts laws. Performs similar or related work as directed.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Possess a Juris Doctor or equivalent degree and be a member in good standing admitted to practice as an attorney before the Courts of the Commonwealth of Massachusetts. Five years increasingly responsible municipal experience including experience working with the public. The municipal law experience would include: statute or bylaw drafting, and providing legal advice and legal representation on a broad range of municipal issues and services.

**Special Requirements:**

Ability to become bonded  
Valid MA driver's license  
Town Clerk Certification, desirable but not necessary

**Knowledge, Ability and Skill:**

*Knowledge:* Working knowledge of state, local and federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office. Knowledge of Massachusetts General Laws. Knowledge of Town and Zoning Bylaws.

*Ability:* Ability to establish and maintain working relationships with the general public, town officials and departments, and state, federal agencies. Ability to apply legal interpretations and precedents to current problems. Ability to establish and maintain complex record keeping systems. Ability to formulate timely reports, properly interpret and carry out the laws of the Commonwealth and Town relating to meetings, elections, and other duties associated with the Town Clerk's office.

*Skill:* Excellent communications and public relations. Skill in operating computers and related word processing is required. Strong organizational skills.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Tasks require the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 - 10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. *(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*



# Town of West Newbury

381 Main Street

West Newbury, Massachusetts 01985

Angus Jennings, Town Manager

978-363-1100, Ext. 111 Fax 978-363-1826

[townmanager@wnewbury.org](mailto:townmanager@wnewbury.org)

TO: Board of Selectmen  
FROM: Angus Jennings, Town Manager  
DATE: January 28, 2019  
RE: Proposed revisions to employee job descriptions (personnel appointed by Town Manager)

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To fully execute the recent Finance/Board of Selectmen office reorganization, revisions to job descriptions for employees appointed by the Board of Selectmen will be necessary. The most significant changes I proposed are summarized as follows:

- Resident Services Administrator. Remove Town facilities rentals. Add certain dedicated Committee support, and other Committee support work as assigned. Add detail regarding functions already performed.
- Treasurer/Collector. Add HR admin/employee orientation. Add detail on payroll function. Add detail regarding functions already performed.

While some changes are simply clarifications, most changes would need to happen concurrently in order to ensure no gap in responsibility for all necessary job functions.

I have prepared detailed revisions, have reviewed them with personnel, and found agreement with all proposed changes. Redlined drafts have been provided to you separately.

It is my understanding that it is within my authority to revise job descriptions for my direct reports, including the two positions listed above. For positions that have employment contracts with and/or are appointed by the Board of Selectmen, I have separately sought Board authorization of changes.

As you know, during their initial meetings I have recommended that the Personnel Advisory Committee prioritize the preparation of potential amendments to the Personnel Policy that would clearly set out the process and authority for revising job descriptions, including as this may vary depending on where the appointing authority rests. Town Counsel has been asked to prepare an initial draft for review.

While it will be good to get this procedure more clearly spelled out in Town policy, until that time it is important to move forward more promptly to effect the proposed changes.

Department: Town Manager

Date of Revision: FY 2018 **DRAFT FY2019**

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF WEST NEWBURY**

**JOB TITLE: RESIDENT SERVICES ADMINISTRATOR (L5)**

**DEFINITION**

Responsible for tasks assigned by the Town Manager, uses judgment in decision-making.

**JOB ENVIRONMENT**

Works under the direction of the Town Manager who assigns and reviews the work performed.

**ESSENTIAL FUNCTIONS**

Serves as the primary resident communications point, including in-person visits, e-mail contact, phone inquiries or by any other means. Receives, processes and refers, as necessary, complaints, comments and suggestions from residents. ~~Work schedule is all-hours the town office building is open.~~

~~Coordinates Backup to the Executive Administrator, when that person is out of the office for a complete day or more, on coordinating the~~ use of facilities for all town property and manages the usage of all town facilities, such as meeting rooms, the Annex and Old Town Hall.

Opens all incoming correspondence and sorts according to priority and concern. Pitney Bowes postal meter - maintaining software updates, requesting funds and refilling meter. Responsible for applying postage and processing certified mail, packages and returns for all departments housed in the 1910 Building.

Manages certified mail, packaging and returns for Town Manager and other departments as assigned.

Keeps track of Water Department mail machine use and periodically bills Water Department throughout the year.

Supports the Town Accountant and Treasurer/Collector functions including but not necessarily limited to:

Inputting data for Town invoices into Town accounting software.

Processing accounts payable warrants – combining checks with vendor invoices, verifying amounts and mailing addresses, filing invoices.

Assist in maintenance of Town contracts files.

Department: Town Manager

Date of Revision: FY 2018 **DRAFT FY2019**

Support conversion to new Town accounting software, including data reviews and updates to vendor information.

Process counter and phone inquiries regarding real estate and excise tax payments and information, and water bill payments and information.

Oversee and maintain the records room used for archival file storage, consistent with records retention schedules. Work with Town Accountant to compile list of records eligible for destruction, and apply to State for required permissions to discard records past the retention schedule.

At fiscal year-end, clean out file cabinets and prepare and organize files for review by outside Auditors. Prepare new files for the new fiscal year.

In support of Energy Advisory Committee and Green Communities program compliance, track and report on monthly DPW solar production and provide to Executive Administrator for posting to Mass Energy Insight. Process solar and National Grid bills; separate out bills for cost assignment to DPW and Water Department. Scan bills and send to Energy Advisory Committee.

Communications back-up to the Executive Administrator.

Researches and follows-up on Town Manager's business, contacting state agencies for clarification and assistance, contacting other town departments for information or direction, filling out reports, writing letters, etc.

Harbormaster Clerk – Dock/Mooring form mailing, administering Permit #'s and collecting fees, provide list of paid/unpaid mooring permits to Harbormaster on a regular basis through the boating season.

Parking Clerk – Handle all parking tickets, payments and requests for funds due. Turn over unpaid tickets for collections.

Supplies – Order supplies for Town Manager and Finance Office, and other Departments as assigned. Order IT equipment in coordination with IT vendor, and maintain records of all software licenses.

Process invoices for Town Manager and Finance office including employees' insurance (i.e. Altus, Aflac, Life, MIIA health insurance etc.). Calculate costs for assignment to Water Department.

Manage water bubbler for Town Offices (first and second floor), Council on Aging, Library, Police and DPW. Monitor changes in billing, staff water choices and ordering new coolers as necessary. Keep Finance Director/Town Manager apprised of costs changes for budgeting.

Regularly water the plants in the 1910 Office Building.

Provides information and conducts special studies and research for the Town Manager.

Department: Town Manager

Date of Revision: FY 2018 **DRAFT FY2019**

Provide administrative support for Boards, Commissions and Committees as follows:

Parks & Recreation Commission – Process all invoices and leave in Commission mailbox for signatures.

Community Preservation Committee – Proofread materials, help with computer questions, serve as contact person when CPC Coordinator is unavailable, assist in circulation of mail and other materials to CPC members.

Planning Board – Assist with certified mailings, mailings, assist with responding to resident inquiries when the Town Planner is unavailable.

Other duties as assigned by the Town Manager.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### Education and Experience:

High School Graduate Associates Degree is preferred

Municipal experience is preferred

### Knowledge, Ability and Skill:

Excellent organizational, communication and office skills.

Strong word processing and data-entry skills.

Ability to meet and deal with the public and other town officials professionally and effectively; especially under adverse conditions – MUST be personable and have a sincere desire to serve the public.

Must be a professional who possesses the ability to keep necessary information confidential.

### Physical Requirements:

Sit, stand and walk for 8 hours per day Lift/carry up to 30 pounds

Fine manipulation of left and right hands

Use of computers, calculators, telephone systems, photocopiers



**COMMONWEATH OF MASSACHUSETTS  
TOWN OF WEST NEWBURY  
JOB TITLE: TREASURER/COLLECTOR (L7)**

**DEFINITION**

This is an appointed administrative position entailing highly responsible bookkeeping, collections and cash management under the general laws of the Commonwealth of Massachusetts. The work involves considerable individual initiative and judgment within established statutes, by-laws and procedures. Work is evaluated by visual inspection, periodic audits and on the basis of timeliness of completion.

Delete

**JOB ENVIRONMENT**

The Treasurer/Collector works under the direction of the Town Manager, in an office environment.

Delete

**TREASURER ESSENTIAL FUNCTIONS**

Treasurer must keep a cash book of receipts of all monies paid into the town treasury such as taxes, water, licenses and permits, rents, school lunch funds, lien certificates, fines, State and Federal funds, County payments, bank account dividends and income from investment of funds.

The Cash Book must show all funds paid out under weekly warrants (department bills and payrolls) and investments and payment of town debt. Receipts reported monthly to Accountant.

The Cash Book must be balanced monthly and the balance on hand must agree with the Accountant's balance.

Weekly payrolls and expenses are paid following approval by the Accountant and the Town Manager (or Selectmen). Federal income taxes withheld are deposited weekly. Records must be kept of Federal and State income taxes withheld, County Retirement, Credit Union Pentucket Association of Teacher's dues, Health and Life Insurance, F.I.C.A Annuities and Teacher' s Retirement Fund.

Prepares biweekly payroll. Weekly disbursements must be balanced with warrant. Payroll records are balanced weekly, monthly and quarterly.

Maintains official records of employee accrual and use of vacation, sick, comp and personal days, and periodically reconciles with Department Heads to ensure accuracy.

Monthly reports include County Retirement, Health and Life Insurance, Annuities and investment accounts. Quarterly reports: State and Federal Income Tax and unemployment compensation and a cash management report.

The Treasurer must maintain membership records in health and life insurance policies. Information on employee benefits must be kept available to members.

Trust Funds reporting, including investments and withdrawals. Annual Treasurer's report must include Elliott Fund.

Tax Title foreclosure. State approval of sale, land of low value.

Issues notes with the approval of Selectmen. Responsible for note and bond sales. Meeting with Emergency Finance Board when necessary.

State and Federal Government forms and reports.

Keeps up on changes in laws, new forms and attends meetings including those with bank officials and investment advisors.

Deposits receipts on a routine basis, separating cash from checks; maintains a checking account deposit record listing all pertinent information and places all currency in the department's safe.

### **COLLECTOR ESSENTIAL FUNCTIONS**

Receives collections in the mail and in person at the Town Office Building of all bills due to the town and is responsible for posting on a daily basis all receipts to the appropriate ledger format, separating said receipts by due years.

Performs a daily "Cash Out" of all receipts by totaling all amounts received by category.

Assists in the distribution by mail of all water, real estate, motor vehicle excise, personal property, forest products and farm animal bills due the Town and computes any interest or penalty which may be charged on overdue bills.

Collects special bills for various town departments as Town Collector, including collections, maintenance of financial records, and periodic reporting to Board of Selectmen personnel relative to the Elliott Fund.

Receives, investigates and responds to inquiries by banks, lawyer's lien holders and other agencies as to the current status of unpaid taxes, including issuance of Municipal Lien.

Maintains a current list and total of all unpaid or due tax and water accounts, issues a warning (demand) if the account is due and refers real estate to Deputy Collector for subsequent collection or advertises for taking under the Tax Title laws of the Commonwealth after proper period of time has elapsed.

Prepares warrants for mailing of past-due motor vehicle excise accounts to the Deputy Collector for subsequent collection or referral to the Registry of Motor Vehicles as necessary.

Maintains file of out-of-town addresses of taxpayers.

Records and files all receipts including motor vehicle excise in numerical order and other taxes and water by page number and line numbers.

Processes monthly payments from the Children's Castle, the Learning Tree, and any/all recurring facility rental or lease proceeds paid to the Town.

Posts all amounts from the cash receipt books and all abatements to the proper commitment book.

Totals all receipt books on a monthly basis and prepares a turnover of cash with a listing of collections to the Treasurer.

Lists, proves and types all refunds for overpayment of taxes or abatements granted.

Proves on a monthly basis tax collections and abatements reported to the Town Accountant.

Provides back-up for the Resident Services Administrator, when they are not in the office.

## **OTHER ESSENTIAL FUNCTIONS**

Human Resource administration / employee orientation. Serves as the new and terminating employee point of contact for orientation, health insurance sign-up, issuing of a computer, keys and any other applicable items.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Bachelors Degree in Accounting, Finance or related field.

Five (5) years of progressively responsible municipal finance work.

### **Knowledge, Ability and Skill**

Excellent organizational and analytical skills.

Ability to prepare and analyze complex financial reports.

Ability to maintain efficient and effective financial systems and procedures.

Ability to meet and deal with the public and other town officials appropriately and effectively; especially under adverse conditions - **MUST** be personable and have a sincere desire to serve the public.

Ability to communicate effectively (both orally and written).

Must be bondable.

### **Physical requirements**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job the employee is frequently required to sit, and talk or hear, use hands or feel objects, tools or controls and reach with hands and arms. Specific close visions abilities required by this job include close visions and the ability to adjust focus.