Town of Scotland, CT

**First Selectman**

Job Description

Job Title: **First Selectman**

FLSA: ☑ Exempt ☐ Non-Exempt

Job Desc. Effective Date: 1-6-11  Job Desc. Last Review Date: 1-6-11

Job Desc. Approved By: Scotland BOS  Date: January 6, 2011 amended 3-31-11

This position is: ☑ Elected ☐ Appointed ☐ Hired

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**POSITION SUMMARY**

As the Chief Elected and Chief Executive Officer of the town, the First Selectman presides over the Board of Selectman meetings, represents the town in intergovernmental and regional organizations, acts as spokesman for the town on all public policy matters, and performs ceremonial functions of the town as necessary.

**JOB DUTIES**

1. Serve as Chief Executive and Administrative Officer of the Town of Scotland; direct and coordinate the administration of the town in accordance with Connecticut State Statutes, and with the policy advice and authority of the Board of Selectman.

2. Coordinate short term and long range policy, planning, and development to address the needs and welfare of the town and its residents.

3. Develop and initiate policy proposals and actions for consideration by the Board of Selectmen and town Boards and Commissions.

4. Serve as Chairman of the Board of Selectmen, which functions as an executive team.

5. Serve as an ex-officio member without vote, of town Boards, Commission, and Committees as provided by State Statute.

6. Coordinate, review, and submit annual budget recommendations to the Board of Selectmen.

7. Prepare capital expense budget, and five year road plan, including cost estimates.

8. Coordinate with the Town Treasurer, Tax Collector, and Assessor, the collection, and cash management of town finds.

9. Oversee activities of town departments to assure compliance with town policies and procedures.

10. In conjunction with the Board of Selectmen, screen and appoint people to positions in municipal government.
11. Meet regularly with Selectmen and key staff members to discuss and act on administrative matters.

12. Work closely with Board of Education officials to assure cooperation of town government in meeting needs for school-age children.

13. Participate in the negotiation of major town agreements, with state federal, or private concerns.

14. Implement programs, resolutions, ordinances etc. approved by the legislative body (Town Meeting).

15. Serve as town representative and spokesperson in meetings with news media, social, civic, or cultural organizations.

16. Represent the town of Scotland at the Windham Council of Government (WINCOG), and in other regional, state and national organizations, meetings or conferences, to assure an awareness of programs and opportunities available to the town.

17. Report on activities of town government to the Board of Selectmen, the town meeting and to various Boards and Commissions.

18. Ensure the preparation of the Annual Report and ensure that it is made available to the public.

19. Responsible for Town Personnel/Human Resources.

20. Responsible for creation and implementation of town policies and procedures; consult with town insurer and auditor as appropriate.

21. Manage large scale emergencies; provide direction to the EMD, mobilize resources, order large scale evacuations, and other duties as specified in the Emergency Operations Plan.

22. Seek, prepare and oversee grant opportunities and projects.

23. Issue pistol permits and maintain records.

24. Work with the town of Hampton to operate a shared Transfer Station.

25. Serve as the town Road Supervisor (see separate job description).

26. Perform ceremonial functions of the office.

In addition to the duties listed above, the First Selectman is obligated to meet any responsibilities mandated by Connecticut General Statutes, the Office of Policy Management or other applicable State or Federal Agency.
SUPERVISION GIVEN
First Selectman’s Administrative Assistant       Fire Marshall
Animal Control Officer                        Road Foreman
Highway Supervisor                           Custodian
Bookkeeper                                  Emergency Management Director
HVAC Maintenance Engineer

SUPERVISION RECEIVED
Duties are prescribed by State Statute, Chapter 91 Section 7-10 to 7-15

QUALIFICATIONS/SKILLS
Elector of the Town of Scotland.

Ultimately the town residents elect the First Selectman, but the following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. Bachelor’s Degree in Business or Public Administration or closely related field, and 5 or more years increasingly responsible administrative experience in business, management, supervision, municipal government; or any equivalent combination of education and experience.

2. Ability to acquire a working knowledge of federal and state laws affecting town services and operations.

3. Some experience in Microsoft Word, Microsoft Excel and email systems is helpful.

4. CT Driver’s license desirable.

TOOLS AND EQUIPMENT USED
1. Telephone system, personal computer copy machine, fax machine and other related office equipment.

2. Word processing, spreadsheet, data base, and email software.

PHYSICAL DEMANDS
1. While performing the duties of this job, the First Selectman is frequently required to sit for several hours at a time, and talk or hear, and walk.

2. The First Selectman must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus, and the ability to use a computer screen for several hours over the course of the day.

3. Ability to work under stress from demanding deadlines and/or changing priorities and/or conditions.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
WORK ENVIRONMENT

Much time is spent in the office, with frequent visits to community sites, properties, meetings, and events.

There is frequent, regular interaction with town residents, town board and commission members, state officials, and officials of other towns.

COMPENSATION

1. This is an elected position. The salary is reviewed and voted on as part of the town budget process.
2. Holiday, vacation, sick and personal time/pay is included in the annual salary.
3. This position is exempt from “overtime” wages.
4. Any travel required is compensated at the prevailing IRS rate.
5. Pay period is bi-weekly
6. There are no retirement or health benefits associated with this position.

The Town of Scotland is an equal opportunity employer.