

Town of Scotland, CT

Selectman

Job Description

Job Title: **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**

POSITION SUMMARY

As a member of the Board of Selectman (BOS), the Selectmen are responsible for supervising the affairs of the town, and for guiding all town officers, boards, agencies, commissions and committees toward the accomplishment of the town's long range, comprehensive plans.

JOB DUTIES

1. Comply with all relevant Connecticut Statutes pertaining to the office of Selectman.
2. Participate in (BOS) meetings and serve as the executive team for the town of Scotland, supervising and overseeing the affairs of the town.
3. Keep informed of the activities of the other Officers, Boards, Commissions, and Committees of the town.
4. Carry out the acts, policies and ordinances of the town, except where responsibility is otherwise designated by ordinance or Town Meeting resolution.
5. Provide counsel to the First Selectman with regard to the administration of town affairs.
6. As a member of the BOS:
 - conduct continuous review of the current and projected fiscal, administrative, governmental, physical and other needs of the town and, on the basis of such review, assume leadership in the development of appropriate programs to meet such needs
 - contract for services, apply for and accept federal and state grants on behalf of the town.
 - approve appointments to positions in municipal government.
 - review invoices and authorize payment if appropriate; ensure that proper claims to the Town are paid and recorded.

7. In the event of a vacancy in the office of First Selectman, the BOS shall have all the powers, duties and responsibilities of the First Selectman until such vacancy is filled as prescribed by law. In the event that the First Selectman is absent or unable to perform such duties as are required, the powers of the First Selectman shall be deemed to have been delegated as stipulated in the Scotland policy on "Continuity of Government," approved 9/23/2009.

In addition to the duties listed above, the Selectmen are obligated to meet any responsibilities mandated by Connecticut General Statutes, the Office of Policy Management or other applicable State or Federal Agency.

SUPERVISION GIVEN

N/A

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 Selectmen, but the following skills and qualifications are helpful in being prepared to perform the duties of the job:

1. Associate or Bachelor's Degree in Business or Public Administration or closely related field, and some 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 with 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 Selectmen are required to sit, talk, hear, and walk.

2. Selectmen 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.
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

Town Hall offices, community sites, properties, meetings, and events.

There is frequent, regular interaction with town residents, and town board and commission members.

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 twice annually.
6. There are no benefits associated with this position.

The Town of Scotland is an equal opportunity employer.