

- I. POSITION TITLE:           **Tax Collector**
- II. SUPERVISOR:            Executive Secretary
- III. GENERAL DESCRIPTION OF DUTIES: Principal Collector for the Municipality holds fiscal responsibility to the Town, collects taxes on vessels, boats, cars, real estate, personal property, and any other State and local taxes as required by law, involving routine to complex administrative and clerical work. Works in collaboration with the Town's five-person Financial Team, under the general direction of the Executive Secretary.
- IV. DUTIES AND RESPONSIBILITIES:
- A. Prepares and issues all required real estate, personal property and excise tax bills per Massachusetts State General statues and guidelines to each person assessed, resident and non-resident and affirms that tax bills are in a form approved by the Commissioner of Revenue. The Collector must follow specific mailing procedures such as preparing and executing Affidavits of mailing per MGL Chapter 60§3.
  - B. Collects all taxes as set forth in the tax list and warrant received from the assessors; assesses interest if due; Record, process and deposit tax payments at the bank daily; Tax Collector responsible for all revenues received until turned over to Town Treasurer and Town Accountant at least weekly. MGL Chapter 60§2
  - C. Maintains accurate records of payments received by type of tax levy.
  - D. Prepares tax lien lists and collects monies due against tax liens.
  - E. Works closely with the Assistant Assessor reviewing and accepting commitment lists, abatements and exemptions and preparing refunds as a result of abatements and/or exemptions.
  - F. Performs Tax Takings and Subsequent Tax Taking Duties and Recording Instrument of Taking (State Form 301) at the Registry of Deeds. Following MGL's Chapter 60§40,42,54,61
  - G. Appoints and supervises the Town's Contracted Deputy Collector MGL Chapter 60§92
  - H. Maintains prompt correspondence with taxpayers, lawyers, tax professionals and banks regarding tax accounts, as needed.
  - I. Interacts with other Town offices as necessary in order to complete the duties of Tax Collector.
  - J. Exercises considerable judgement and discretion.
  - K. Prepares annual budget and annual report. Attends Finance Comm. and Financial Team Meetings as needed.
  - L. Demonstrates good public relations with all visitors to the Town Hall and with fellow employees.
  - M. Completes all other related work as required.
  - N. Furnishes a fidelity bond with a surety (guarantee against default) from a surety company authorized to conduct business in the Commonwealth. Collector is liable for any breach of trust. If the collector is found liable for any loss the surety company will look to the collector and his personal assets for reimbursements. MGL Chapter 60§13
  - O. Prepares Municipal Lien Certificates for sales, transfers and refinancing of properties and exercises great caution in preparation of the certificate as an error may result monetary consequences.
  - P. Reconciles all tax accounts, deposits, budget and revenue reports monthly with the Accountant. Reconciles monthly abatements and exemptions when received from Assessor.

- Q. Notifies various Town Departments of Delinquent Taxpayers Status for the purpose of suspending, revoking or denying local licenses and permits per MGL Chapter 40§57 (a) Chilmark adopted this bylaw (STM 9/28/1995)
- R. Schedules monthly calendars to plan for upcoming mailings and due dates (for first mailing of bills, demands, initial warrants and final warrants).
- S. Monitors online credit card and Automated Clearing House (ACH) payments to ensure that all tax payments are posted to the correct taxpayer account and notify Software Company and/or taxpayer of any discrepancies. Additionally, reviews General Fund Checking Account for this activity.
- T. Provides the Auditors with a year-end report and generates detailed reports of tax balances outstanding for each type of tax and each year with balances remaining and prepares documents as requested.
- U. Yearly certifies with the Division of Local Services tax list of outstanding receivables.

The essential functions or duties listed 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.

Primary obligation as Principal Collector includes initiating new tax payment systems (as approved by the Commissioner of Revenue) to increase a positive cash flow for the municipality as needed for fiscal responsibility to the town and maintaining level of public trust. These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.

Educate self in Town policies and procedures as they apply to this position. Participate in continuing education through classes and conferences as determined by the Executive Secretary and as required to retain certification as Certified Municipal Tax Collector.

- V. SUPERVISORY RESPONSIBILITIES: Supervises the Deputy Collector to make sure they keep a detailed cash book specifying total amount of tax, interest, fees and charges collected from the taxpayer. Maintain frequent correspondence with the Deputy, sending lists of delinquent taxpayers to go to demand, initial warrant, and then final warrant. Call Deputy Collector as needed for Motor Vehicle Excise information for delinquent taxpayers that need to renew their registration or license and clear delinquent status with the Registry of Motor Vehicles, once the Deputy or the collector receives payment.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Minimum of two years college required; Four year degree or equivalent professional experience preferred.
- B. Knowledge of the basics of accounting, bookkeeping and municipal finance and taxation.
- C. Financial acumen, such as could be acquired through experience in bookkeeping, accounting or banking.
- D. Excellent oral and written communication skills.
- E. Outstanding organizational skills.
- F. Strong interpersonal skills to foster positive relations between the taxpayers and the Town.
- G. Ability to excel with little supervision; self-motivated and self-directed.
- H. Ability to become thoroughly versed in applicable sections of Chapter 59 and 60 and other applicable Massachusetts General Laws.
- I. Ability to complete accurate mathematical functions.

- J. Computer literate and able to operate the Town's Collection Systems
- K. Certification as Tax Collector required within three years of employment and must be able to travel to obtain such certification at Mass Collector and Treasurer Annual School yearly.
- L. Must attend Annual Conferences and courses off island to retain such certification.
- M. Able to generate cash flow reports and official statements for the Treasurer in a timely manner when requested.
- N. Ability handle frequent interruptions to assist customers in the office or on the phone.

VII. POSITION GRADE LEVEL:      Grade: 11      37.5 hours per week

RECOMMENDED BY:      The Human Resource Board      Date: 10/5/2017      Chair: JA Keene

APPROVED BY:      The Board of Selectmen      Date: \_\_\_\_\_      Chair: \_\_\_\_\_

I. POSITION TITLE: **Accountant**

II. SUPERVISOR: Executive Secretary

III. GENERAL DESCRIPTION OF DUTIES: Functions independently, referring specific issues to State Department of Revenue and Audit Compliance where clarification or interpretation of town and State policy or procedures is required in carrying out duties defined by MA General Law. Performs functions of a complex and technical nature requiring exercise of judgment and initiative to ensure that all municipal financial transactions conform to law and to professional standards. Works independently within established policies and procedures; is responsible for departmental results.

IV. DUTIES AND RESPONSIBILITIES: The Accountant shall:

- A. Maintain permanent records of expenditures and receipts of all town monies and all duties as prescribed in Chapter 41, Sections 55-61 of the Massachusetts General Laws, and as requested by the Board of Selectmen in order to complete required state filings with the Massachusetts Department of Revenue.
- B. Examine all bills, drafts, orders and payrolls, and if correct, draw a warrant upon the treasury for their payment. The Accountant may disallow and refuse to approve for payment, in whole or in part, any claim as fraudulent, unlawful or excessive. In such a case, the Accountant shall file in writing the reasons for such refusal with the Treasurer and the Board of Selectmen.
- C. Immediately notify the Board of Selectmen, board, committee, commission, head of department or officer authorized to make expenditures when an appropriation has been expended or in his/her judgment the liabilities incurred against any appropriation may be in excess of the unexpended balance thereof.
- D. Maintain custody of all contracts of the town; keep a register of the sureties on all bonds of indemnity given to the town; keep a detailed record of the town debt, showing the purpose for which it was incurred, when incurred, when due, the rate of interest and the provisions made for the payment of the debt when approved by town vote.
- E.
- F. Send to the Board of Selectmen and to each board, committee, commission, head of department or officer having the disbursement of an appropriation a monthly statement of the amount of orders approved and warrants drawn of behalf of said board, department or officer during the preceding month, and a statement of the balance of such appropriation remaining subject to draft.
- G. Prepare an annual report incorporating the list of unpaid bills, as provided by Section 61 of Chapter 41.
- H. Play the lead role in on preparation of the town's annual operating budget, collecting input from all town departments to prepare the budget for the Annual Town Meeting working closely with the Executive Secretary and the Finance Committee.
- I. Attend Finance Committee meetings.
- J. Utilize voted annual town budget to file annual Tax Recap with Department of Revenue in a timely and accurate fashion to establish the annual tax rate for the town.
- K. Prepare an annual report giving a statement of all receipts and expenditures of the town for the past fiscal year, including those funds managed by trustees or commissioners for the town and showing the amount of each specific appropriation, the expenditures there from, and the purpose for which money

has been spent. Such report shall contain a statement of any change in the amount of town debt during the year and a list of indebtedness incurred and unpaid at the end of the fiscal year.

- L. Input payroll into the financial software according to the existing payroll schedule.
- M. Complete the year end checklist and submit the State Report as quickly as possible in order to have free cash certified and files the state-required Schedule A filing by October 31.
- N. Serve as the lead contact with the town's audit firm. The accountant coordinates preliminary field work and year end audit review with the audit firm. This includes, but is not limited to, scheduling on-site audit work, making sure all financial information requested by the firm is completed and available during its visit and making sure audit information requested from other town departments is also available.
- O. Work with the Community Preservation Committee to make sure all State reporting is completed accurately and on time per the specifics of the Community Preservation Act.
- P. Manage the finance functions on behalf of the Town and for the Tri-Town Ambulance (TTA) Service. This includes preparation of monthly reconciliations and periodic reporting to the TTA Committee on Operating Budget, Ambulance Reserve Funds and determination of the Annual Assessment to each of the three participating towns.
- Q. Provide fiscal review of the Community Housing management by the Dukes County Housing Authority.
- R. Generate additional reports to the Board of Selectmen on a monthly basis. The reports include but are not limited to monthly expenditures by department, monthly revenues by department, a listing of open Town Meeting Articles, worksheets on capital projects detailing expenses and revenues and a listing of other funds available for appropriation.
- S. Other related duties as assigned by the Supervisor.

The Accountant shall also educate self in Massachusetts General Laws and other sources as they pertain to the Board of Selectmen's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board of Selectmen and as required by Massachusetts General Laws.

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved.


- V. SUPERVISORY RESPONSIBILITIES Assistant to the Town Accountant: Assistant works on collection of bills from various departments, coding and data input for preparation of the weekly expense warrant.
- VI. SPECIFIC DUTIES see MGL Chapter 41, Sections 55-61
- VII. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
  - A. Extensive knowledge of Massachusetts Uniform Municipal Accounting System (UMAS), Generally Accepted Accounting Principles (GAAP), Massachusetts and Federal laws, rules and regulations governing the receipt and expenditure of municipal funds.
  - B. Considerable knowledge of proper financial and accounting practices and fund accounting.

- C. Knowledge of computer applications and spreadsheets and skill in the operation of computer office software to prepare various financial reports.
- D. The ability to troubleshoot and problem-solve financial issues.
- E. The ability to prepare and manage budgets.
- F. The ability to analyze and interpret financial information.
- G. Skill in meeting and dealing effectively with other departments, other governmental agencies, and the general public.
- H. The ability to establish and maintain effective working relationships with other town employees.
- I. The ability to complete work in a timely and accurate manner in accordance with prescribed procedures.
- J. The ability to express oneself clearly and concisely both orally and in writing and to speak effectively in public in regard to the position’s responsibilities.
- K. Bachelor’s degree in Accounting or Business Administration or demonstrated equivalent professional experience. Certified Public Accountant designation desirable.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Grade 11, 37.5 Hours per week  
Exempt

Recommended By:  
Human Resources Board: Date: 10/5/2017

Chair:  \_\_\_\_\_

Approved By:  
Board of Selectmen: Date: \_\_\_\_\_

Chair: \_\_\_\_\_

- I. POSITION TITLE: **TOWN CLERK**
- II. SUPERVISION: **Appointing Authority or their designee**
- III. GENERAL DESCRIPTION OF DUTIES: Management of official municipal records, performance and supervision of all federal, state and local election activities, and dissemination of information to the public; Issuance and maintenance of vital records and various state and local licenses; management of the Town Census and all other related work as required. The Town Clerk performs a variety of responsible functions in accordance with state statutes and town bylaws.
- IV. DUTIES AND RESPONSIBILITIES:
- A. Provides Town-wide oversight and management of public records requests; Serves as the appointed Super Records Access Officer (RAO), custodian of Town records and responds to requests for information from Town departments, boards and committees, state and county officials and the general public regarding all federal, state and local regulations and Town bylaws, rules and regulations; provides access to public records in compliance with the Freedom of Information Act and the Massachusetts Public Records Law; maintains the confidentiality of certain records; receives and files all claims and actions against the Town (MGL Chap. 51 § 4, 46 § 2A, 54 § 95, 66 §7);
  - B. Administers Notices of Intention to Marry, issues marriage licenses, records, maintains and certifies vital records; including births, deaths ; controls access to restricted vital statistic records; issues hunting, sporting, dog, ‘Doing Business As’, and other licenses (MGL Chap. 46, 140 §137, 131 §12);
  - C. Distributes Conflict of Interest(COI) and Open Meeting Law(OML) information to public officials and maintains COI and OML records from public officials; administers and maintains records of oath of office for all Town officials; attests to and maintains files of appointed and elected officials; be the keeper of the Town Seal; seal and attest, by signature, to by-laws, resolutions, contracts and other documents requiring town certification (MGL Chap. 30A §20, 41 §15, 268A);
  - D. Certifies and submits bylaws and resolutions with the Attorney General; reviews and implements new legislation concerning the functions of the department (MGL Chap. 40 §32);
  - E. Attends Annual and Special Town Meetings; records Town Meeting votes; administrates the voter check-in procedure at Town Meeting and administers secret ballot procedures as needed; serves as and administers the election of a Town Moderator at Town Meeting in the event of an absence of the Moderator (MGL Chap. 39 §14, 41 §15);
  - F. Serves as chief election officer for the Town with responsibility for the administration of local, state and federal elections:
    - a. prepare calendar for Town meetings and all elections;
    - b. serve as member and clerk of the Board of Registrars supervising voter registration;
    - c. hire, train and supervise election personnel;
    - d. maintain voter list and related functions using the state’s Voter Registration Information System;
    - e. prepare, receive and certify names on nomination papers;
    - f. post lists of candidates duly nominated;
    - g. certify initiative petitions;
    - h. prepare and furnish municipal election ballots;
    - i. administer absentee ballot applications and ballots including the overseas absentee voter process;
    - j. be responsible for the maintenance of voting equipment;
    - k. prepare, record and report official results to the Secretary of the Commonwealth and other agencies;
    - l. review and update all election procedures, following statutory requirements;
    - m. administer campaign finance law as required

(MGL Chap. 39, 41, 50-56)

- G. Responsible for the posting of all meeting notices and agendas at Town official posting locations; serves as the onsite source of information to town officials regarding the Open Meeting Law (OML) (MGL Chap. 30A §18-25, 940 CMR 29:00)
- H. Administers Annual Town Census (Street Listing); prepares street list and voter list; restricts access to resident information when applicable (MGL Chap. 51, § 4);
- I. Records and files definitive subdivision applications, plans and decisions of the Planning Board; records and maintains files on preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and all appeals to such decisions; issues constructive approval of such plan by operation of law, in appropriate circumstances (MGL Chap. 40, 40A);
- J. Files certified copies of debt authorizations with the Massachusetts Department of Revenue; reports appropriation actions; reports election results as required by law (MGL Chap. 41 §15A, 44 §28);
- K. Receives and files non-criminal bylaw violation notices and receive payment of fines (MGL. Chap. 40 §21D);
- L. Prepares annual budget for department;
- M. Prepares annual report for Town Clerk department and transmits Town annual report to State Library by 1<sup>st</sup> of May of each year (MGL Chap. 40 §50);
- N. Serves as Assistant Burial Agent; assists the Cemetery Department in the sale of cemetery plots and record-keeping; issues deeds for cemetery plots (MGL Chap. 114 §45);
- O. Receives, records and submits all revenue to Treasurer with written account to the Accountant;
- P. Performs similar or related work as required;

The essential functions or duties listed 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.

These duties shall be performed appropriately to represent the decisions and policies of the Town of Chilmark and with respect and confidentiality for the parties involved

Educate self in Massachusetts General Laws and other sources as they pertain to the Board of Selectmen's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board of Selectmen and as required by Massachusetts General Laws.

V. SUPERVISORY RESPONSIBILITIES: Board of Registrars; Election Officers, and Asst. Town Clerks

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- a. 2 years of college or university education preferred or the equivalent professional experience.
- b. Knowledge of state, local and federal statutes and regulations applicable to the position.
- c. Excellent interpersonal, oral and written communication skills and the ability to establish and maintain effective working relationships with all town staff and officials, state and local government agencies and with the general public.
- d. Ability to perform effective supervision of election workers during an election.



- e. Excellent organizational skills and the ability to prioritize, schedule and complete work in a timely and accurate manner in accordance with prescribed procedures.
- f. Ability to speak effectively in public in regard to all relevant Town policies.
- g. Knowledge of programs as used by the town and the state’s Voter Registration Information System (VRIS).
- h. Ability to obtain Certified Massachusetts Municipal Clerk (CMMC) certification as directed by the supervisor.
- i. Intermediate to advanced computer skills with
- j. Ability to lift up to but under 30lbs.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS:

Grade 11  
 Salaried Exempt  
 21 Hrs/Wk

Recommended By:  
 Human Resources Board: Date:10/5/2017

Chair:  \_\_\_\_\_

Reviewed By:  
 Board of Selectmen: Date: \_\_\_\_\_

Chair: \_\_\_\_\_

- I. POSITIONTITLE: Administrative Assistant For Tri-Town Ambulance**
- II. SUPERVISOR: Tri-Town Ambulance Chief**
- III. GENERAL DESCRIPTION OF DUTIES: Clerical and administrative support of the Chief and Deputy Chief**
- IV. DUTIES & RESPONSIBILITIES**
- A. Assist the Ambulance Chief and Deputy Chief with administrative and clerical duties for the Operation of Tri-Town Ambulance, and maintain cooperative working relationships with Town Staff and Hospital Staff.
  - B. Maintain files, organization of appointments and meetings, type agenda, and attend all meetings of the Dept. and its subcommittees as necessary.
  - C. Maintain all department correspondence in a timely manner for review and approval.
  - D. Handle mail, process receipts for payment to Treasurer and prepare billing review for department.
  - E. Tabulates, catalogs and appropriately houses (electronically and/or physically) all run reports (SARFs) and creates necessary and associated ambulance run information, in accordance with the Minimum Data Set of Information required by the federal government.
  - F. Assists the Ambulance Chief in tracking, organizing and reconciling billing issues between the ambulance billing service, Town of Chilmark, Martha's Vineyard Hospital, and the Tri-Town Ambulance Committee.
  - G. Maintains and monitors the dissemination of information regarding Health Insurance Portability and Accountability Act (HIPAA) requirements and compliance.
  - H. Assist the Ambulance Chief in monitoring, maintaining, and disseminating information of all Local, Reginal, State and Federal mandated requirements for the Tri-Town Ambulance Service
  - I. Assist and maintain the licensing renewal process for Medicare, Medicaid Insurance, Drug Licensing, Ambulance Licensing.
  - J. Maintain detailed records of Providers certifications and expiration dates.
  - K. Other related duties as required.

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These duties shall be performed appropriately to represent the decisions and policies of the Board/Department and with respect and confidentiality for the applicants and Board/Department.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board's/Department's practices and procedures; review changes in requirements with the Board/Department. Participate in continuing education through classes and conferences as determined by the Board/Department Head and in coordination with the Executive Secretary.

V. SUPERVISORY RESPONSIBILITIES: None.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of State laws and Town bylaws and practices as they relate to the responsibilities of the Board/Department.
- B. Ability to work with little day-to-day supervision.
- C. Ability to maintain accurate records and files.
- D. High School Diploma and Medical Insurance Billing knowledge (minimum 2 years knowledge)
- E. Ability to communicate effectively with town employees, state and local officials, medical insurers and the general public.
- F. Ability to perform routine to complex clerical operations.
- G. Skills in general office automation.
- H. Ability to respect the confidentiality of co-workers and the public we serve.
- I. Ability to lift up to 30 lbs.

VII. POSITION GRADE LEVEL:

Grade: 8

Grading Date: 11/2/2017

APPROVED BY: TriTown Ambulance Committee Date: \_\_\_\_\_ Chair: \_\_\_\_\_

Warren Doty

RECOMMENDED BY: The Human Resource Board Date: 11/2/2017 Chair: \_\_\_\_\_

  
Jennie Greene

APPROVED BY: The Board of Selectmen Date: \_\_\_\_\_ Chair: \_\_\_\_\_

William Rossi