

I. POSITION TITLE: Assistant Assessor

II. SUPERVISOR: The Board of Assessors through its chair.

I. GENERAL DESCRIPTION OF DUTIES: Interprets policy for B.O.A. in accordance with Massachusetts General Laws. The Assistant Assessor provides the Board with information necessary for the final determination of property values, and such other duties as the Board of Assessors require.

IV. DUTIES AND RESPONSIBILITIES:

- A. Serve the public courteously and responsibly; maintain cooperative working relationships with town hall staff, assist in general town hall duties. Provide hours of availability for the public.
- B. Responsible for short term and long term planning with regard to all departmental activities. Initiate, plan, design and carry out programs and projects with the approval of the Board. Works under the policy direction of the Board of Assessors (the Board) in accordance with the state statutes and directives.
- C. Implement and maintain the appraisal program for the department and perform highly complex mathematical ratio studies in order to comply with Massachusetts Department of Revenue requirements to certify the town's real estate values. Prepare for the Board's approval, the documentation that the State mandates for the annual revaluation of all properties. Prepare documents required for annual State Certification of tax rate for Board approval and submission.
- D. Resolves technical and administrative problems when conducting the operations of the assessors department.
- E. Review applications of abatements and exemptions; provide to the board the information necessary for approval or denial. Perform inspections in connection with abatement applications. Assist town council at the Appellate Tax Board in litigation involving the Board of Assessors.
- F. Act as a liaison between the Board and the Department of Revenue officials. Work with Assessors from other towns as appropriate.
- G. Provide clear & concise information to the public regarding taxation, assessment, appraisal or any matter relating to the department. Assist the public with filing procedures and questions. Use discretion at all times in carrying out responsibilities in order to maintain the trust of the community and town government.
- H. Prepare all R.I.P.'s as required by Chapter 30B (Uniform Procurement Act) for contracted services, prepares required documents, and ensure compliance with the law. Review all contracts for consultation and makes recommendations to the Board.
- I. Prepare agendas; attend Board meetings, prepare Board minutes, arrange appointments and meetings; prepare correspondence, commitment sheets and bills requiring payment for Board review. Maintain a reference library for the Board and general public use.
- J. Prepare annual budget for Board and oversee budgeting process.
- K. Collect data from Building Inspector and by field inspection, relative to the assessment of new or altered construction. Make cyclical inspections to ascertain the validity of existing data as mandated by the Department of Revenue.
- L. Maintain GIS database. Maintain Board of Assessor's section on the town website.
- M. Coordinates with other town departments in the preparation of tax bills and annual budgeting.
- N. Other duties as assigned by the Chairman of the Board of Assessors.

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 Board and with respect and confidentiality for the applicants and Board.

(Over)

Educate self in Massachusetts General Laws and maintain required certifications for position.

Meet all requirements for continuing education relative to maintaining Massachusetts Accredited Assessor designation. 45 credits must be attained every three years.

V. SUPERVISORY RESPONSIBILITIES:

- A. Supervise and train temporary clerical help.
- B. Supervise and oversee the work of contract consultants who may be engaged by the Board.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of State laws and Town by-laws and practices as they relate to the responsibilities of the Board.
- B. Ability to work with little day-to-day supervision.
- C. Ability to apply complex mathematical techniques to comply with Department of Revenue requirements.
- D. Ability to present issues to the Board in a clear and concise manner.
- E. Ability to communicate effectively with town employees, state and local officials, and the general public.
- F. Ability to perform necessary operations including general office automation.
- G. Respect for the privacy of co-workers and the public we serve.
- H. Professional accreditation in municipal assessing preferred, or the ability to achieve such accreditation within two years.
- I. Familiarity with building styles, materials, and methods of construction.
- J. Working knowledge of mapping, surveying, zoning and deeds.
- K. Working knowledge of town roads and by-ways – preferred.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: GRADE 10 38.5 Hours per week Grade 11*

Approved By:
Personnel Board:

Date: 12-14-12

Chair: Th. L. L. L.

Reviewed By:
Board of Selectmen:

Date: 12-18-12

Chair: John E. Myer

Approved By:
Board of Assessors:

Date: 5/15/13

Chair: Clarissa Allen

*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 11. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

Jennie Greene 2/03/18
Jennie Greene

Board of Selectmen:

William N. Rossi
William N. Rossi

- I. Position Title:
Administrative Assistant to the Office of Selectmen/Receptionist
- II. Supervisor: Executive Secretary
- III. General Description of Duties: Administrative support to the Executive Secretary. Front Desk Receptionist for Town Hall.
- IV. Duties and Responsibilities:
 - A. Assist in all aspects of Town operations as directed by the Executive Secretary may include but is not limited to:
 - 1. Manage all bookings and process the use of the Chilmark Community Center acting as facility manager.
 - 2. In the absence of the Coordinator of Administrative Support and/or the Town Clerk post public meeting agendas at both official posting locations.
 - 3. Assist Department Heads in reporting accidents to the Town insurance company within 24 hours and electronically file reports keeping all medical records confidential.
 - 4. Prepare position hiring application packets and receive completed applications for department heads. All application requests and information submitted shall be kept confidential.
 - 5. Maintain the office equipment and supplies; process purchase requirements for all Town departments.
 - 6. Manually perform backup for computer server each day, and monitor computer backup notifications.
 - B. Handle walk-in public requests direct public to proper staff; provide coverage for other staff, if appropriate, in their absence.
 - C. Assist the public with filing procedures and Board/Commission questions as appropriate.
 - D. Function as Assistant Town Clerk and provide Notary Public services.
 - E. Issue and process permits, collect monies, issue receipts for payment, and turnover all payments to the Treasurer.

- F. Assist with budget hearings for the Finance Committee and the Board of Selectmen as needed.
- G. Attend meetings and type minutes/correspondence of the Finance Committee and Board of Selectmen.
- H. Handle and process all mail, electronically scan invoices and correspondence, forwarding to correct departments.
- I. Answer phones, direct calls as necessary and keep a log of all messages.
- J. Serve the public courteously and responsively; maintain good working relationships with Town Hall staff; provide coverage for other staff as appropriate, in their absence.
- K. Other related duties 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 Town policies and procedures as they apply to this position. Participate in continuing education through classes and conferences as determined by the Executive Secretary.

- V. Supervisory Responsibilities: As delegated from time to time by the Executive Secretary.
- VI. Required knowledge, skills and abilities:
 - A. Ability to communicate effectively in English with the general public, Town employees, State and local officials.
 - B. High school diploma or equivalent.
 - C. Ability to work with little day-to-day supervision.
 - D. Knowledge of Town Bylaws and practices as they relate to the responsibilities of the position.
 - E. Ability to perform routine to complex clerical operations.

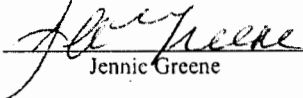
- F. Skills in general office automation.
- G. Intermediate to advanced computer skills with knowledge in programs as used by the Town.
- H. Ability to maintain and update Town websites as directed.
- I. Ability to write business letters and minutes from notes, dictation or tapes.
- J. MA Notary Public or the ability to obtain certification within six months.
- K. Ability to pass CORI and SORI checks according to Chilmark policy.
- L. Ability to clearly and concisely inform the public on matters voted by the Board of Selectmen.
- M. Ability to maintain total confidentiality of all information that may be Provided by the public, staff, Town or State officials in the execution of Duties.

Position Grade Level and Time Requirements:

Grade 8* 40 Hours Non exempt
Maybe be required to work evenings

*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 8. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

 2/08/18
Jennie Greene

Board of Selectmen:


William N. Rossi

**Town of Chilmark
Position Description**

- I. POSITION TITLE: **Assistant Director/Youth Services Librarian**
- II. SUPERVISOR: Library Director
- III. GENERAL DESCRIPTION OF DUTIES:

Assist the Director in developing and maintaining the collection, circulation of materials, facility, equipment, programs, and supervision of staff. Responsible for developing and maintaining children's collection, the Children's Room, the children's School Library Programs and all Youth Programs for children of all ages.
- IV: DUTIES AND RESPONSIBILITIES:
 - A. Oversee and maintain the daily operations of the circulation desk, including supervision of staff, check-out, returns, Inter-library loan lending, overdue notices, registering new users, updating borrower information, computer use by the public, renewals and reserves. Responsible for cash turnover (fees, fines and donations) and serving on various Board of Library Trustee subcommittees as assigned. Act for the Director in his or her absence.
 - B. Participate with Director in interviewing and evaluating new hires and volunteers. Train new employees and volunteers in all relevant aspects of library operations.
 - C. Possess working knowledge of the policies and procedures of the library consortium (CLAMS or other network). Participate in subcommittees of the consortium as assigned. Represent the library at consortium membership meetings in the absence of the Director.
 - D. Responsible for material selection for youth books and other youth materials utilizing professional techniques and sources. Remain current on new technology and material formats. Support quality of existing youth collection through periodic review and annual weeding.
 - E. Educate library users about library resources, including digital collections, databases, and online resources available inside and outside of the library.
 - F. Provide direct service to both adult and youth for general reference and reader's advisory activity. Utilize automated resources (databases) to answer "ready reference" questions. Use Inter-library for complex reference and materials requests.
 - G. Process new materials, catalog youth materials using accepted library standards and prepare adult materials for cataloging by the Director.

- H. Responsible for planning and coordination of the programs for the Chilmark School community at the public library in accordance with the library/school contract. Collaborate with the school's library instructor on weekly instructional programs and material needs. Maintain the library accounts of the Chilmark School students. Train school staff on how to use the library.
- I. Assist in planning, developing, and evaluation of all library services. Attend monthly Trustees meetings and Island-wide Children's Librarian monthly meetings. Attend appropriate workshops and conferences as approved by the Library Director.
- J. Educate self in Massachusetts General Laws, Federal Laws, policies of the American Library Association and Massachusetts Board of Library Commissioners as they pertain to the library's policies, practices and procedures. Review changes in requirements with the Director.

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.

All duties shall be performed appropriately, in accordance with the decisions and policies of the Library Trustees, and with respect for confidentiality of the records of the library and its users as required by State, Federal and local laws.

V. SUPERVISORY RESPONSIBILITIES:

Under direction of Director or in the absence of the Director, the Assistant director/Youth services Librarian is responsible for the daily running of the library and supervision of staff and volunteers.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Bachelor's Degree required. Master's Degree and library and/or school experience preferred.
- B. Hold a Master's Degree in Library Science or complete the Massachusetts Board of Library Commissioners sub-certification training or substitution of approved coursework through an approved college or university program within five years of hire.
- C. Working knowledge of the library rules, regulations, agreements, practices and policies as they pertain to the daily operation of the library.
- D. Knowledge of the legal responsibilities of employees.
- E. Demonstrated ability to work effectively with others.
- F. Capacity to provide services for all ages.

- G. Demonstrated strong interpersonal communication skills, as well as effective oral and written presentation skills. Ability to write business documents and reports.
- H. Ability to teach library skills to elementary school-aged children, and to run the summer reading program and other youth programs for all ages.
- I. Practical experience with electronic information delivery technology and the ability to process information effectively using computers.
- J. Positive support/service attitude to meet, communicate with and serve Trustees, staff, town officials, and the public.
- K. Strong technical skills including working knowledge of automated circulation systems, standard office computer programs, Internet use, working knowledge of various digital materials platforms such as Ipad, Kindle, Android, IOS or other current digital and electronic material delivery systems.
- L. Respect for the privacy of co-workers and the public. Demonstrated ability to use discretion and sound judgment.
- M. Physical strength and dexterity to reach items on high and low shelves, to handle informational items and boxes up to 25 pounds in weight, and to transport loaded book carts.
- N. Be able to pass a CORI check as defined by the designated CORI officer in the Town of Chilmark.

VII: POSITION GRADE LEVEL&TIME REQUIREMENT: Grade 9*
31 hours per week

RECOMMENDED BY: The Human Resource Board Date: 11/28/2017

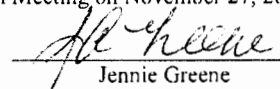
Chairperson: _____

REVIEWED & APPROVED BY: The Board of Selectmen Date:

Chair: _____

*At the October 5, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 9. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

 2/08/18
Jennie Greene

Board of Selectmen:

William N. Rossi

Town of Chilmark - Job Description - February 2002

I. POSITION TITLE: Superintendent of Streets

II. SUPERVISOR: Board of Selectmen

III. GENERAL DESCRIPTION OF DUTIES: Maintenance, repair and management of Town roads and adjacent landscaping.

IV. DUTIES AND RESPONSIBILITIES:

- A. Prompt clearance of sand, debris, snow and car-struck animals from the Town roads.
- B. Landscaping of sides of roads including trimming of over-hanging trees; clearing culverts, drains roads and inspection of new roads to sub-divisions, reporting to the Planning Board on Zoning Bylaw violations.
- C. Develops and carries out plan for the repair and maintenance of Town roads; lets contracts for major repairs and receives bids for road supplies.
- D. Advises Town officials concerning road needs and prepares annual road-work budget.
- E. Keeps an accurate record of activities and submits periodic reports to the Town.
- F. Performs related work as required by the Board of Selectmen.

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 roadway regulations; review changes in requirements with the Board. Participates in continuing education through classes and conferences as determined by the Board and in coordination with the Executive Secretary.

V. SUPERVISORY RESPONSIBILITIES:

Hiring and performance of part-time laborer assistants.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Knowledge of the physical lay-out of Town roads, including drainage and recurrent problem areas.
- B. Ability to plan and direct an effective program of Town road maintenance and repair, as well as working with private contractors for major repair work.

(OVER)

C. ~~Y~~ Knowledge of landscaping procedures and proper materials required for road and adjacent shoulder repair and maintenance.

- D. Ability to communicate effectively with Town employees, State and local officials and the general public.
- E. Skilled in the use of standard road equipment for minor maintenance and repair and the ability to perform same.
- F. Minimum education and experience: High school graduate. Three years of progressively responsible experience in landscaping as well as experience in road repair and maintenance. Equivalent combination of education and experience may be considered.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade: 9 Hours per year: 30/wk Grade 10*

APPROVED BY THE PERSONNEL BOARD:

Date: 5/08/02

Chair:

Jane J. Heene

REVIEWED BY BOARD OF SELECTMEN:

Date: 7/2/02

Chair:

William N. Rossi

*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 10. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

J. A. Heene
Jennie Greene

2/08/18

Board of Selectmen:

William N. Rossi

I. POSITION TITLE: **Police Sergeant**

II. SUPERVISOR: Chief of Police

III. GENERAL DESCRIPTION OF DUTIES: Responsible for routine to complex supervisory, administrative and public safety work as second in command of the Police Department.

IV. DUTIES AND RESPONSIBILITIES:

- A. Work under general supervision of chief following departmental rules, regulations and policies.
- B. Directly supervise an assigned shift with responsibility for instruction of subordinates and assuring they perform in accordance with departmental rules. As a Shift Commander, accept full authority and responsibility for handling of all police matters occurring during tour of duty.
- C. Assume responsibilities of Police Chief whenever chief is unavailable.
- D. Charged with exacting proper performance from police officers.
- E. Check on subordinates while on regular duty and assist them with problems and serious incidents.
- F. Make sure officers have read the log and are aware of serious matters pending and are aware of any immediate pertinent changes affecting their shift's duties.
- G. Take measures, through consultation with other departmental command staff and personal observation to see that all officers are properly carrying out their duties.
- H. Respond to any emergency or incident of a serious nature which may occur during a shift. If unable to respond to the scene, due to being involved in a more serious situation elsewhere, designate which officer assigned to the incident or situation shall assume command at the scene.
- I. Report to the Chief all serious or unusual occurrences immediately. At a minimum, this includes homicides, suicides or related attempts, shootings, serious beatings, bank robberies, major accidents or civil disturbances.
- J. Perform other duties as may be assigned by appropriate authority.

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 & policies of the Board and with respect for the confidentiality for the public and the Board.

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

(Over)

V. SUPERVISORY RESPONSIBILITIES:

- A. Assume responsibilities of Police Chief whenever chief is unavailable. Charged with exacting proper performance from police officers.
- B. Make sure all subordinates have read the log and are aware of serious pending matters, receive warrants, summonses or subpoenas to be served along with other important papers.
- C. Check on subordinates while on regular duty and assist them with problems and serious incidents.
- D. Be responsible for training new officers.

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Police Academy Certification and at least three years police experience, or any equivalent combination of education and experience.
- B. Working knowledge of principles and practices of police administration and of approved police methods and procedures.
- C. Thorough knowledge of town and state by-laws and Mass General Laws affecting police work.
- D. Ability to lead and supervise subordinates.
- E. Tact and the ability to communicate effectively with town employees, state and local officials, and the general public. Maintain good public relations.

VI. SPECIAL CIRCUMSTANCES AND REQUIREMENTS:

- A. Applicant will be subject to a background check and must be available for an interview.
- B. Work may be performed under hazardous conditions.
- C. Applicant will be required to attend scheduled in-service courses as required by the Massachusetts Criminal Justice Council.
- D. As required by statute, applicant must not smoke any tobacco products unless grandfathered.

VII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade X 40 Hours per week.

***Grade 11**

(Over)

Approved by the Personnel Board: Date: _____ Chair: _____

Reviewed by: The Chief of Police: Date: _____ Chair: _____

The Board of Selectmen: Date: _____ Chair: _____

*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 11. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

Jd Keene 2/08/18
Jennie Greene

Board of Selectmen:

William N. Rossi

AUG 07 2007

- I. POSITION TITLE: **Shellfish Constable**
- II. SUPERVISOR: Board of Selectmen
- III. GENERAL DESCRIPTION OF DUTIES: As defined by Massachusetts General Laws other than the propagation of shellfish.
- IV. DUTIES AND RESPONSIBILITIES:
 - A. Inspect Shellfish catches
 - B. Arrest and prosecute violators
 - C. Issue and/or check permits
 - D. Submit annual report for Town Report
 - E. Assist in the supervision of Assistant Shellfish Constable(s)
 - F. Work with other Town Departments as directed by Supervisor

The essential functions of 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 the requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board and in coordination with the Board of Selectmen.

- V. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
 - A. Knowledge and job experience related to marine life and marine biology
 - B. Shell fishing experience
 - C. Ability to handle small boats in all weather conditions
 - D. Knowledge of State and local laws and practices as they relate to the responsibilities
 - E. Knowledge of rules and regulations relation to shellfish and shell fish propagation
 - F. Ability to physically perform and enforce the above mentioned duties.
 - G. Ability to communicate effectively with Town employees, state and local officials and the general public.
 - H. Respect the privacy of co-workers and the public served.

- VI. POSITION GRADE LEVEL AND TIME REQUIRMENTS: Grade 8, year round position; 14 hours per week.

Grade 9*

Town of Chilmark – Position Description – July 2007
Shellfish Constable

Approved By: The Personnel Board Date: 7/24/2007 Chair: Jane Leane

Reviewed by the Board of Selectmen: Date: 8/1/07 Chair: William N. Rossi

AUG 07 2007

*At the September 29, 2017 Human Resource Board Meeting it was voted to recommend that this position description be placed at a Grade 9. This vote was approved by the Board of Selectmen on October 17, 2017 and the new compensation plan was voted at the Special Town Meeting on November 27, 2017.

Human Resource Board Chairperson:

Jane Leane 2/08/18
Jennie Greene

Board of Selectmen:

William N. Rossi