**Administrative Assistant to Town Officials**

*Job Description: to assist the select board and town officials on the behalf of the Town of Frenchboro.*

**General Duties:**

1. To be knowledgeable in matters of Maine Municipal Government and laws pertaining thereto in State and Federal law.

2. To be knowledgeable in matters of Town operations and with State and Federal entities, Departments, agencies, bureaus, offices pertaining thereto.

3. To oversee and perform the regular ongoing activities, programs, record keeping, reporting, operational and fiscal responsibilities of the Select Board on behalf of the Town.

4. To correspond with the island committees and to monitor progress and compliance with State of Maine requirements—Shoreland Zoning, Land Use, Comprehensive Plan, Emergency Management Plan and related local entities, Fire Department Development, Harbor Mooring Permitting Ordinance.

5. Assist the assessor in assessment of property taxes, assist in completion of MVR, certificate of assessment to Tax Collector and Treasurer and State of Maine.

6. Assist in preparing annual town report and budget. To participate in and to facilitate grant writing along with actively searching for relevant grants to help town projects.

7. To maintain an overview of and to report on ongoing State and Federal agency programs and policies potentially impacting the Town—changes in policy, law, requirements, mandates, funding opportunities, deadlines, training opportunities, resources, NIMS compliance, collaborative opportunities, allies in public policy formation and influence, and the like.

8. To facilitate long term planning in collaboration with pertinent State and Federal mandates—education, health and human services, solid waste management, recycling, health care, emergency management, insurance, technical resources (especially teleconferencing), housing, road maintenance, eldercare, homeowner fire protection measures, and the like.

9. To coordinate closely with the on­ Island Select Board Assistant, Select Board members, and town officials.

10. Maintain and update the town website including technology work, and town calendar. Also, have working knowledge of TRIO and QuickBooks.

11. To become familiar, including but not limited to, the many Stakeholders in Frenchboro Island life, including but not limited to Island Institute, Maine Seacoast Missionary Society, Maine Coast Heritage Trust, Frenchboro Future Development Corporation and Maine Community Foundation.

12. Required to be on island a minimum of once a month but preferably twice, especially during the town budget meetings, utilizing the roundtrip Wednesday boats or seasonal Friday Gott Boat.

13. Must be available by phone during normal business hours to answer questions from town officials. If not on island for select board/assessors meetings must be available to Skype.

14. This position is estimated to be 10-15 hours of commitment per week.