**Selectboard Assistant**

Carry out all actions required of the Assistant to the Selectboard, specifically:

1. Prepare agendas for Selectboard meetings, post at Community Building and have

copies for the meeting

2. Attend Selectboard meetings, as well as take minutes, type and copy minutes for

next meeting; post meeting minutes after acceptance by board.

3. Maintain binder of all Selectboard agendas, minutes, warrants, and other materials for the fiscal year

4. Receive and sort mail, direct mail to appropriate board(s). Receive messages via email and phone, direct messages to appropriate persons

5. Assist in assessment of property taxes, print tax bills and labels, complete MVR,

certificate of assessment to Tax Collector and Treasurer.

6. Assist with preparation of annual budget, and annual town report. Prepare Town Meeting Warrants and notify Clerk of dates

7. Post notices of all public meetings. Set up Community Building spaces for meetings

8. Order office supplies as needed

9. Act as liason between Selectboard and other municipal committees and officials,

including, but not limited to, monitoring progress, assisting with compliance with

State of Maine requirements, and reporting to Selectboard.

10. Collate annual Town Report materials, arrange for printing of reports, mail

reports to tax payers upon completion

11. Assist Selectboard, administrative assistant, and town officials in any other duties as necessary

12. Maintain safety of all records, monitor off-site backup of all files

13. To become familiar with the stakeholders of Frenchboro including Island

Institute, Maine Seacoast Mission, Maine Coast Heritage Trust, and Frenchboro

Future Development Corporation.

14. Position reports to Selectboard