



## **CLASSIFICATION & COMPENSATION STUDY**

**FOR THE TOWN OF VOLUNTOWN, CT  
OCTOBER 8, 2024**

Prepared By

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# **TOWN OF VOLUNTOWN, CT**

## **TOWN POSITIONS**

### **CLASSIFICATION AND COMPENSATION STUDY**

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#### **I. Introduction**

##### **A. Scope of Services**

This study was commissioned by the First Selectwoman and Finance Director to re-examine the responsibilities, salary and work performed by 17 Town positions. The study's purposes were to interview employees and management to update job descriptions and to classify the positions according to a uniform factor point analysis standard. In addition, it was agreed to use the Sterling Salary survey of the market of comparable communities (which included Voluntown) to determine representative rates of compensation, and finally, to develop and recommend a Pay Plan (Classification & Compensation Plan-which is made up of salary grade and salary schedule with salary ranges in each grade from minimum to maximum). As a result of this study each position is now assigned a salary grade according to its relative economic job worth in relation to the marketplace and other similarly classified positions within the Town. A current and competitive compensation (salary) schedule has been developed for the positions studied. These positions are engaged in general government, finance, development services, and administrative activities.

A position Classification & Compensation Plan are an essential component of a comprehensive municipal personnel system. Perception of the plan as objective and fair in its assignment of salary grades lends credibility to other municipal personnel policies. It helps develop and maintain employee morale, a factor that affects the quality of municipal services delivery.

The recommended Classification & Compensation Plans is derived from a systematic, formalized, and objective method for developing equitable job groupings and salary grades (Classification) for the positions covered. An underlying assumption is that all positions and individuals should receive "equal pay for equal work." The initial implementation of the recommended salary grades and ranges is not the final step in achieving job equity and in creating additional performance incentives. Rather, it establishes a uniform point of beginning from which to regularly review and ensure that decisions regarding position requirements and compensation accurately reflect the municipality's current service needs and the performance of employees. Each new position established and adjustments to the Plan need to be done in a consistent manner to maintain the Plan's integrity and relevance.

##### **B. Study Process**

This project included the following steps:

- Review of position duties and responsibilities (essential functions) utilizing interviews ("desk audits").

- Preparation of updated job descriptions with review and comments from the incumbent employees, their supervisors and the First Selectwoman.
- Position rating and assignment to salary grades, based on a system of objective evaluation.
- Establishment of a salary schedule using comparative salary data (Sterling Salary Survey 2023) and internal job evaluation.
- Provision of guidelines for updating and maintaining the position Classification & Compensation plan.

In addition to the activities outlined above, the Consultants participated in several meetings with the First Selectwoman and Finance Director.

The following documents have been prepared and are included with this report:

- Proposed Classification Plan (Salary Grades)
- Proposed Compensation Plan (Salary ranges)
- Job Descriptions for each Position
- Compensation Comparisons

## **II. Work Product Development**

### **A. Accurate and Current Job Descriptions**

The first work products developed were the revised job descriptions. *These are found in Section IV, beginning on page 10.* These job descriptions emphasize the purposes of each position and the types of results that each incumbent is expected to produce. Representative examples of the work performed, and minimum qualification requirements are listed. Position descriptions are not intended to provide a complete listing of job tasks, but rather to define the position, delineate levels of responsibility and skills, and provide sufficient examples of major duties. The scope of work involved is also described.

These job descriptions are an important component of more comprehensive personnel, organization and administrative systems and plans. They can and should be used for recruitment and promotion, and as tools to assist in the administration of the Town government. They help define initial position expectations, provide a fundamental basis for administering compensation systems and give additional definition to organization charts. Because they focus on purposes and results, they can and should be used when developing employee objectives, performance plans and performance appraisals if so desired by the Town.

When making employment and promotional decisions in compliance with the Americans with Disabilities Act (ADA), employers are required to make reasonable accommodations to candidates with disabilities so they may otherwise compete on an equal basis. In determining what constitutes making “reasonable accommodations,” equity requires the totality of the circumstances involved be considered for each described position and the specific disabilities potentially involved.

The reasons for emphasizing the purposes of a position and the focus on the results to be achieved are to inform employees about their roles. That is, the investment by the employer in their capabilities and time are to accomplish meaningful results on behalf of the employer and its customers. It is insufficient to simply perform tasks and processes.

The focus on the results to be achieved also assists with ADA compliance. Essential functions illustrate how a position's purpose is accomplished and provide the basis for determining how it is possible to make *reasonable accommodations* for specific candidates with specific disabilities. Given the consideration of reasonable accommodations, and if the essential functions cannot be performed such that the purposes of the position are compromised, then a candidate's disabilities may preclude him/her from further consideration. Voluntown's job descriptions outline physical and work conditions to assist with ADA and Workers Compensation determinations. This information provides medical personnel with the basic information needed to recommend accommodation or light duty.

Managing human resources and complying with ADA requirements is most meaningful when defined in terms of the results to be accomplished rather than the specific methods used to accomplish those results. Procedures and tasks can be very important to the outcomes produced, but typically they are not the same thing as the result itself.

The Consultants also made their best effort to determine the exempt or non-exempt status of each position according to the Fair Labor Standards Act. In instances where the Town or the employee may question the Consultants' recommendation in this regard, the Town should consult with labor counsel. Outside counsel recommendations enable the Town to act judiciously regarding the exempt or non-exempt status of a position.

Information about each Voluntown position was obtained through interviews and related document reviews. Through both a Questionnaire and an interview, employees and their supervisors were asked to describe the position's duties and responsibilities. They also identified working conditions, physical requirements, contacts with the public, minimum required education and experience, knowledge, abilities, and skills, and supervisory requirements and/or responsibilities.

## B. Classifying & Compensating Positions

### 1. *The Classification Plan*

The second work product developed was the Proposed Voluntown Position Classification Plan for the positions reviewed, Section V, (page 12). Job classification is the process whereby positions are analyzed and measured against a common set of criteria in a systematic and objective manner. The development of a Classification Plan begins with a review of job duties and the subsequent preparation of job descriptions.

Current position incumbents are an excellent source of information about job factors, the particular skills and capabilities required. As stated above, employees were interviewed to

collect this information. The employees and supervisors reviewed updated job descriptions. Job analysis produces five kinds of information:

- (1) Information about the *nature of the work* (e.g., duties, responsibilities, and objectives)
- (2) The *level and impact of the work* (e.g., degree of responsibility, scope, and complexity)
- (3) *Job requirements* (e.g., the knowledge, skills, abilities, and other characteristics needed to perform work efficiently and effectively)
- (4) *Job qualifications* (e.g., minimum education and experience needed to qualify for consideration for the position)
- (5) *Working conditions* (e.g., the psychological and physical demands placed on employees by the work environment)

A thorough job analysis of all employees' positions was used to prepare and update Voluntown job descriptions. These descriptions include job qualifications, the basis for developing criteria for appraising employee performance, and factors that affect compensation for evaluating the relative economic worth of jobs.

Rating positions was the next step in building a Classification Plan. After updated position descriptions were approved, each position was assigned a degree of applicability by the rater of the factors used for municipal positions. These factors included: Authority/Autonomy, Impact/Scope, Working Environments, and Complexity (Education, Experience and Knowledge.) Points were assigned to levels of applicability for each factor based on groupings of Senior Staff/Leadership, Managers/Supervisors, Professional/Technical, Operational Staff or Administrative & Support Staff. The total accumulation of points determined how each position compared numerically to all others, producing an assessment of internal equity.

Position rating is not a performance evaluation. The position, not the incumbent, is evaluated. The internal job evaluation rating is integrated with comparative rates of compensation in comparable communities (external equity). The process described in our copyrighted system (Classification & Compensation Manual-Public Sector Version) increases the uniformity and objectivity in the application of judgments about positions and the grouping of positions.

This same process can be used to update this proposed classification plan. It can be used to determine how to place a new position on the plan, and to re-evaluate a current position with adjusted responsibilities and/or qualifications. *The Town could use the KSA Plus Questionnaire attached to this report and the Short Version of the job evaluation process to determine the grade of the new position.*

## 2. *Developing The Compensation Plan*

The procedure for providing an integrated municipal Compensation Plan builds on the classification process. Positions assigned to each grade were grouped according to cumulative point scores. Comparative salary data (Sterling Salary Survey 2023) was obtained and analyzed. Other municipalities were the source of comparative compensation data.

The selection of comparable communities is critical to the ultimate legitimacy and usefulness of the Compensation & Classification Plan. Although population and location were major factors considered, they were not the only criteria for selecting communities judged as comparable for the purposes of this study. Other important elements such as form of government, labor market conditions, and/or other community characteristics also were considered e.g., proximity to Voluntown/Sterling. The Consultant provided a list of comparable communities to the First Selectman of Sterling which included Voluntown. Ten communities were agreed upon as comparable for inclusion in the study. Eight communities responded to the Sterling Salary Survey, including Voluntown.

The available comparable salary data for each of the positions in each of the communities that responded to the survey is in Section VI starting on page 13. In some cases, one or more communities did not have a position comparable to a Voluntown position. Determining whether a position was sufficiently comparable required professional judgment by the Consultants. When this happened, the Consultants relied heavily on the internal rating process to place this position and others on the Classification & Compensation Plans.

The construction of a Compensation Plan entails setting up salary grade ranges. Within each grade a series of steps, or other system for recognizing increased employee job value, are defined. Increased job performance value equates to corresponding increases in moving from the minimum to the maximum compensation for the position grade.

A preliminary Compensation Plan was prepared for Voluntown. The midpoint of the salary survey was shown as the market value of each position, based on comparable communities. We discussed the idea of Minimum and Maximum for the positions in each salary grade. While an occasional position may fall outside proposed grade ranges, a Compensation Plan that places too many positions outside the grade ranges means the grade structure is inappropriate. A comparison was made to current (fy24-25) Voluntown salaries to determine if any positions were incorrectly assigned. These positions were further reviewed by the Consultants to determine if all job factors had been evaluated and appropriate adjustments were made. Positions were also reviewed for internal equity and moved to appropriate salary grades, as needed.

Next, draft salary grades were calculated. The Consultant conferred with the First Selectwoman and Finance Director to discuss the proposed Classification & Compensation Plan. The questions asked were answered satisfactorily. Following this meeting the Consultants made minor changes to provide for greater internal consistency amongst the positions.

### C. Recommended Compensation & Classification Plan

The recommended Voluntown Classification & Compensation Plan is found starting on Page 12 for the 17 Town positions. The grades included in this study are from Grade 1 (CT minimum wage) to Grade 15. For each grade, the Compensation Plan has salary ranges with minimums, midpoints, and maximums, as well as step 1-9. Three of the positions were non-classified. These positions indicate where the internal job evaluation and external market data do not align; in these situations, the market “going rate of pay” prevails. Often the market data reveals a scarcity of candidates for the position: A supply and demand dynamic.

Using the rating and classification process, 14 of the positions studied were assigned to grades (see the Classification & Compensation Plan starting on Page 12). The three non-classified positions were assigned a minimum, midpoint and maximum salary range. Comparative data was considered to set the grade parameters.

The initial recommendation was to place employees in the closest step that was higher than their current 2024/25 salary. Since many of the Town of Voluntown employees have 5 to 8 years of experience, we recommend phasing in the movement of employees to midpoint or just over the midpoint step. A process for this should be developed with some rules and justification so that everyone is treated fairly and the same. The Compensation Plan was developed based on the Voluntown current fiscal year (24-25) salary, which was an increase over the 23-24 salary listed in the Sterling Salary Survey 2023. See Section VI starting on page 13 for comparison data.

The proposed Classification & Compensation Plan provides the Town with a systematic method for categorizing positions. The proposed plans are based on the concept of comparable economic job worth with positions ranked on an incremental scale and measured in terms of objective job-related factors.

### D. Classification Plan Revisions

A Classification Plan should be reviewed as a whole every five years and sooner for individual position assignments or groups of positions when the job content changes significantly. Reclassifying positions is done only when there is a substantial change in the Town’s requirements and a new job description is prepared. Reclassifications are not used as a way to increase compensation once an employee has achieved the maximum pay for the assigned grade. Nor should they be used as a way to reward an individual for special skills – unless those skills are specifically required to do the job and accomplish the purposes of the position - nor length of service to the community. Job rating is not a performance evaluation.

Position reviews and job description revisions can be conducted by the First Selectwoman following the process outlined in this report and using the KSA Plus Questionnaire and the Short Version of our copyrighted job evaluation system. Additionally, this procedure can be used to determine which grade is appropriate for a new position. Raters always need to isolate knowledge of the incumbent from the responsibilities of the position.

To facilitate adding positions to the Classification Plan, the Town will find the KSA Plus Questionnaire and Short Version of our Copyrighted System (Section VII – Page 15). The Town should proceed in the same manner as the Consultants by having an employee fill out the KSA Plus Questionnaire. After the Town has written a position description and, if possible, reviewed by an incumbent, the position is then rated according to the guidelines provided in the Short Version of our Copyrighted System.

#### E. Implementation Guidelines

The following sections are intended to assist and guide the Town in implementing the proposed Classification & Compensation Plans. Successful implementation will require a concerted effort by the Town officials to make equitable judgments in a consistent and objective manner.

##### 1. *Initial Placements for Current Employees*

The placement of two or more positions on a certain grade represents a measured assessment that those positions should be compensated comparably within the range provided. Placement within a grade's salary range is the way the Town can make distinctions amongst employees (not positions) based upon length of service and established performance criteria. These criteria include job performance, special required abilities, experience, and other factors determined by the Town.

This study did not examine employee performance, longevity, or abilities. Randi Frank Consulting, LLC recommends employees who are below the minimum salary should be moved to the minimum salary for their grade. We also recommend that employees who are above the maximum salary be red circled.

##### 2. *"Red Circled" Positions and Salaries*

To maintain morale and a sense of fairness, the Consultants recommend the compensation level of any current employee not be reduced. If an employee's current salary falls above the maximum of the grade range, the Town should "red circle" the employee's salary and maintain the salary above the maximum for the grade. An employee compensated at a level above the grade's maximum can be held at that status until promotion to another position, retirement, or termination. A red-circled employee can be held at the current rate of pay until the Pay Plan is adjusted by market increases to equal or exceed the employee's actual compensation. Alternatively, a red-circled employee may be treated like any other employee at the top of the grade i.e., eligible for market adjustments, but not merit increases. The Consultants recommend a single administrative policy be adopted and subsequently applied in all cases.

New employees should be hired at the appropriate grade and typically at a rate in the lower end of the salary range. Exceptions can be made to recognize hiring a highly experienced person coming into a job comparable to their previous role in another organization.

### 3. *Market Increases vs. Merit Increases*

A cost-of-living increase is different from a merit increase. A market increase is intended to recognize a general rise in the costs of maintaining a standard of living. Salary range increases attempt to keep employees whole with cost of living changes. However, during years with high inflation, it is not reasonable to expect a Town to match rapidly increasing costs of things such as food, utilities, gasoline and interest rates. Each year or every other year, the Town should determine an appropriate percentage market adjustment and apply that increase across the entire Compensation Schedule, with affordability considered.

A merit increase recognizes factors worthy of compensation increases above market adjustments to the Pay Plan. Merit increases require a performance evaluation system, which was not a component of this study. If desired, our Consultants can help with performance evaluation programs.

## **III. Conclusion**

We wish to thank the Town of Voluntown for this opportunity to be of service to the community. It was a pleasure to partner with the Town on a collaborative basis to conduct this study. We believe that the review of our findings and recommendations produced the appropriate Classification & Compensation of Town positions, based upon competitive market pay rates and determinations of internal equity amongst positions.

## **SECTION IV. JOB DESCRIPTIONS**

**TOWN OF VOLUNTOWN, CT**

**PREPARED -MARCH-JUNE 2024**

**TOWN OF VOLUNTOWN**  
**FIRST SELECTMAN**

Department:	<b>Administration</b>
Reports to:	<b>Board of Selectman &amp; Citizens</b>
Supervises	<b>Exec. Asst to FS, Treasurer, Finance Dir., Town Clerk, Tax Collector, Assessor, Building Official, Fire Marshal, Wetlands Enforcement Agent, ZEO, Public Works, Senior &amp; Parks &amp; Recreation Coord., Town Hall Assistant</b>
Position Status:	<b>Exempt</b>
Weekly Hours:	<b>35 or 40 depend on FS</b>
Salary Classification:	<b>Grade 15</b>
Date Approved	<b>June 2024</b>

**Position Summary/Purpose:**

The purposes of this position are to serve as the Chief Elected Official, Chief Executive/Administrator of the Town and Chairperson of the Board of Selectman and serves as the Public Works Director. This position oversees the operations, services, and all departments other than elected officers; represents the Town in intergovernmental and regional matters; serves as spokesperson for the Town; administers policies and regulations set by Board of Selectman; performs ceremonial functions of the Town as necessary. The First Selectperson is required to exercise considerable independent judgment in administering and managing the Town and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Plan, organize, administer and direct operations of all departments and work with regional and state agencies.
- Leads, manages, directs, supervises, motivates and is otherwise responsible for the administration and conduct of all functions and activities placed under his/her administration by the State Statutes, or consensus of the Board of Selectmen; administers all Town Ordinances approved and all regulations established by the Board of Selectmen. Develops strategic short-term and long-term initiatives for all functions.
- Works closely with State agencies such as OPM, DECD, DEHMS, DEEP and other State and Federal Legislators to advocate on Voluntown's behalf.
- Involvement and participation in representing Voluntown and its needs with entities such as NECCOG, CCM, UNCAS Health District, and other non-profits and public service organizations.
- Serves as Human Resource Director. Administers and recommends modifications to the Town's personnel plan and regulations; administers the employment process of hiring and firing; conducts applicant interviews in cooperation with Department Heads; handles employee relation issues and discipline; works with Town Attorney, on employee issues as needed.
- Serves as Public Works Director, meets with Public Works employees weekly to review public works projects and determines schedule of tasks as appropriate including facility management.

- Responsible for approving and submitting annual and capital outlay budgets to BOS and Town Meeting. Coordinates any bonding needs and other funding sources with the Treasurer and Finance Director. Ensures that Treasurer and Finance Director maintain accurate records of the Town's financial status, controls and transactions; and presents reports and presentations to the Board of Selectmen, Public Hearings and Town Meetings as required; in conjunction with the Finance Director monitors budget expenditures and approves payroll and accounts payable.
- Serves as the Police Chief and Local Traffic Authority for the community. Issues pistol permits.
- Coordinates efforts for storm and emergency situations with Eversource, DEHMS, the Governor's Office, Fire Chief, Emergency Management Director, State Police, Public Works and Superintendent and others as appropriate.
- Serves as Chair of Board of Selectman Meetings.
- Assumes program responsibility for any department as necessary, including full supervision of staff and line functions; transmits policy initiatives and directions from the Board of Selectman to departments and assures compliance in a timely manner.
- Serves as Chief Procurement Officer; Supervises the Finance Director who oversees the purchase of all materials, supplies, equipment, services and capital improvements according to approved procedures and in the manner prescribed by law for various dollar thresholds, except as otherwise specifically authorized. Oversees Department Heads, who all assist in this function.
- Oversees risk management efforts with the Finance Director.
- Reviews and analyzes departmental procedures, programs and services to ensure policies and programs are being provided as required; make recommendations for changes, improvements and deletions of programs for approval by the Board of Selectman.
- Oversees grant application processes, seeks grants for Town.
- Meets with the public to address their concerns and resolve issues.
- Consistent on-site office and sitework and on-time attendance is essential for this position.
- Ensure that employees within his/her scope of supervision perform their job functions in a safe and hazard-free environment; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable.
- Submit oral and written reports to the boards, commissions, and state and federal agencies.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

Must be an Elector. Recommended qualifications would generally be a Bachelor's Degree with over 7 years of increasingly responsible work experience, preferably in business, management, supervision and municipal government, serving on municipal boards and public relations or any equivalent combination of education, work experience and training.

**Special Requirements:**

Must have and maintain: Valid CT Driver's License

## **Knowledge/Skills/Abilities**

- Ability to develop and maintain a thorough knowledge of the laws applicable within the Town, their interpretations and the appropriate methods and procedures to provide for compliance;
- Develops and maintains a strong knowledge of the community, its departments, other significant community institutions, and the municipal government interests of its residents;
- Knowledge of municipal operations or legal proceedings and public or business administration practices is helpful;
- Ability to make decisions in accordance with laws, ordinances, regulations and established policies;
- Ability to work independently and process large volumes of paperwork;
- Ability and skill to utilize data & word processing applications as related to the functions of the offices and financial systems;
- Ability to deal effectively with persons needing assistance;
- Ability to prepare reports as requested, ability to prioritize work assignments to meet established deadlines and ability to multitask;
- Ability and skills to develop positive performing teams and work with others to accomplish a project and ability to supervise, manage, recruit, discipline and motivate multiple employees and departments. Strong project management skills are required as well;
- Ability to plan, organize and direct municipal operations, align department goals and collaboration; effectively applying limited resources in a consistent manner to achieve intended results;
- Ability to organize supporting resources and materials, maintaining a positive work environment and instilling confidence in the municipal government by residents;
- Ability and skills to maintain a positive working relationship with local, state and federal governmental agencies, employees, department heads, the public and officials;
- Excellent verbal and written communication, and presentation skills.

## **Job Environment:**

Administrative and management work is performed in a moderately noisy office with regular interruptions during the day from staff, public, and sometimes to deal with citizens' issues and problems; frequently required to visit various offices and Town facilities or ongoing projects. Required to drive under possible adverse weather conditions, including extreme hot and cold.

Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with other municipal departments, attorneys, engineers, construction contractors, developers, other municipalities, vendors, state, regional and federal agencies, elected officials and the general public; communication is frequently in person, by telephone, mail, e-mail and in writing. Contacts require a high level of courtesy and confidentiality.

Has access to confidential personnel records, bid documents and legal documents. Errors in judgment or omissions could result in delay in service, injury to others, loss of funds, damages to buildings and equipment, legal ramifications and potential liability.

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing	X			
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms		X		
Bending, pulling, and/or pushing		X		
Other - Driving			X	

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)				X
Moderate noise (computer, light traffic)				X
Loud Noise at public works sites		X		
Very Loud (jack hammer work)	X			

### **Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**EXECUTIVE ASSISTANT TO BOS & FS**

Department:	<b>Administration</b>
Reports to:	<b>First Selectperson</b>
Supervision	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>35</b>
Salary Classification:	<b>Grade 6</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purposes of this position are to perform highly responsible functions to organize, plan, administer, direct and coordinate activities for the First Selectperson and Board of Selectmen, and departments; including recordkeeping, reporting, posting notices, correspondence and office management duties. Serve residents, issue permits, and coordinate resident concerns with Public Works, State Police. Maintain administrative systems for the First Selectperson with attention to all facets of public relations, customer service and public events; as needed serve as a back-up for various departments' duties. The Executive Assistant to BOS & FS is required to exercise considerable independent judgment in administering his/her duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control as well as any specialized functions as defined by the First Selectperson.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Assist the First Selectperson and the Board of Selectmen with administrative activities, such as screening calls, data gathering, reporting, scheduling meetings, conferences and other events and managing the First Selectperson's calendar. Provides assistance using independent judgment to determine those requiring priority attention. Ensures the First Selectperson is briefed as to the calendar of events/activities of the day. Facilitates communication between Department Managers and Chairs of Boards and Commissions. In the absence of the First Selectman, provides continuity of administrative support.
- Compile and coordinate data for action by the Board of Selectmen. Prepares agenda with First Selectman, takes minutes, attends meetings, follows up on items and posts all legal notices for BOS and local ordinances.
- Coordinates with State and other municipal agencies in support of the First Selectperson's intergovernmental responsibilities. Gathers information for grants and other state reports.
- Disseminate Board of Selectmen directives to appropriate Departments, Committees and Boards and monitor for compliance with deadlines. Schedules dates for BOS meetings, secure locations and technology, and equipment requests. Also schedules Town Hall facilities for other boards and commissions.
- Post agendas, legal notices and position openings; ensure compliance with regulations for the Board of Selectman and others as needed.

- Taking complaints from citizens, assisting with distribution of information, etc. Purchase office supplies for the Town Hall and distribute as needed.
- Set up evictions for PW department; assist with equipment for the beach; assist with farmers market, assist with permits for memorial day parade; monitor meter for use of fuel by departments; maintain distribution and return of keys for Town Facilities.
- Disseminates information to the general public on behalf of the First Selectperson via public notices, press releases, newsletters and websites.
- Act as a point of contact with people visiting the First Selectman's Office/Town Hall; assist residents with forms, general information and refer to appropriate department for other needs. May answer commonly asked questions about various Department procedures. Maintain a strong customer service presence and problem resolution, including response to emails.
- Assist the First Selectperson and Department Heads with recruitment
- Administration tasks for pistol permits: receive applications for review, manage criminal history responses, issue permits, manage training and prepare audit. Issue other permits, including Bingo and Bazaars.
- Respond to resident calls by referring to Public Works; State Police. As necessary, notifies and directs other department heads or personnel regarding critical issues requiring immediate action.
- Oversees and maintains document management and files in the office and projects such as records retention; obtain required State approvals to shred. Receives FOI requests and sends them to appropriate departments.
- Serves as a back-up capacity for other departments or special projects as directed by the First Selectperson
- Perform all essential job functions in a safe manner and report all accidents immediately to their supervisor.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a High School Degree and over 3-5 years of administrative, record keeping, customer service experience in a similar type of high-profile environment; or any equivalent combination of education, experience and training. With Associates Degree and municipal knowledge preferred.

**Special Requirements:** Notary License preferred

**Knowledge/Skills/Abilities**

- Solid working knowledge of Town functions, laws, rules, regulations and policies;
- Knowledge of public meeting requirements for Boards and Commissions
- Ability to read and understand legal materials, and financial and technical reports.
- Strong knowledge of office procedures, practice, terminology and equipment
- Strong knowledge of the use of office automation applications and equipment, business

arithmetic, American business English and spelling

- Ability to deal effectively with the residents, the general public, Town Officials, State agencies, persons needing assistance, and Town staff in a friendly and professional manner
- Ability to type with speed and accuracy and to develop and maintain records and files, including compliance with records retention laws and confidentiality of employee files
- Ability to define problems, conduct research, draw valid conclusions, work independently to accomplish goals and collaborate with other departments
- Excellent verbal and written communication skills; considerable knowledge of computer software and technology including Microsoft office applications such as Word, Excel, etc.;
- Aptitude for working with details; aptitude for working with paperwork and on computers;
- Strong time management skills; ability to work with deadlines in a fast-paced environment
- Aptitude for working with and explaining policies and procedures to people
- Administrative and secretarial skills; proofreading skills
- Skills associated with dealing with people and maintaining effective working relationships with various groups; sensitivity to public communications
- High level of customer service skills and responsible decision-making ability
- Ability to exercise mature judgment, maintain confidentiality and convey emotional regularity in stressful situations

#### **Job Environment:**

- Administrative work is performed in a moderately noisy or quiet office with regular interruptions during the day at the office and by phone from the general public or staff to deal with customers or staff issues and questions.
- Requires the operation of telephones, computers including a website, copiers, facsimile machines, and other standard office equipment.
- Makes constant and periodic contact with other municipal departments and staff, Board and Commission Members, service providers, residents, vendors, federal and state and regional agencies, and the general public; Communication is frequently in person, by telephone, email, and in writing.
- Errors in judgment or omissions could result in delay of services, and monetary loss and/or rework and potential liability. Has access to confidential legal documents and personnel information.

#### **Physical and Mental Requirements:**

##### **Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms				X
Bending, pulling, and/or pushing		X		
Other - Driving	X			

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

### Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

# **TOWN OF VOLUNTOWN**

## **TOWN CLERK**

Department:	<b>Administration</b>
Reports to:	<b>First Selectman</b>
Supervise	<b>Assistant Town Clerk</b>
Position Status:	<b>Exempt</b>
Weekly Hours:	<b>35</b>
Salary Classification:	<b>Grade 13</b>
Date Approved	<b>May 2024</b>

### **Position Summary/Purpose:**

The purpose of this position is to develop, manage, administer, supervise and direct the programs and activities of the Town Clerks Office. The purposes of this position are to perform a variety of administrative, supervisory, and professional work in preparing and maintaining official municipal documents and recording various documents. Comply with the statutory responsibilities of the Connecticut General Statutes and Code of Ordinances including but not limited to, the recording and reporting of land records and vital statistics; supervises the issuing of various permits and licenses and the receipt and recording of related fees. The Town Clerk is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Plan, organize, administer and direct operations of the Town Clerk's office
- Exercises all authority provided to, and meets all responsibilities imposed upon, Town Clerks by local and State law.
- Codifies the Town Ordinances and regulations. Acts as Custodian of Town Seal and Registrar of Vital Statistics Seal.
- Provides certified copies of public records, validates official documents
- Maintains official records of the Town ordinances, oaths, appointments, and petitions.
- Performs and supervises the processing, indexing, recording, and scanning of land transactions, vital statistics, and other official documents. Restores and preserves records, as necessary.
- Received Freedom of Information requests and files them and send them to appropriate personnel or confers with Town Attorney as necessary.
- Provides information to the general public, as well as prepare reports for state and town agencies. The Town Clerk's phone is main number for Town Hall.
- Works with the Registrars of Voters to oversee and administer general and special elections and referenda in conjunction with the Secretary of the State's Office. Prepares and issues election and referenda materials; is responsible for all aspects of absentee ballot voting, helps with early voting per new statutes. Receives and files campaign finance statements. Administers oaths to elected and appointed officials and record the same. Prepares legal notices and election results
- Performs and supervises the receiving, recording, and processing of various fees and land record taxes. Prepares required reports to the Secretary of the State, monthly and annual

reports for the State Departments of Environmental Protection, Health, and Revenue Services. Transmits the fees associated with these reports

- Issues marriage and civil union licenses, cremation, burial and disinterment permits, and is responsible for making certified copies of all Vital Statistics.
- Registers Notaries and records appointments; acts as a Notary Public or witness when required; records, copies and files Veterans' discharges, and Trade name certificates. Prepares signature cards, certificates, lists and materials for Justices of the Peace.
- Receives agendas and minutes of various Town boards and commissions for filing and certification and is responsible for receiving and filing the annual regular meeting schedule for these boards and commissions.
- Prepares agenda, public notices and process for any Town Meeting. Takes minutes for Town Meetings.
- Maintains a current listing of all appointed and elected Town officials and vacancies in any of these positions.
- Accounts for all public monies associated with duties, (i.e., permit fees, recording fees, conveyance taxes, etc.) and present to Treasurer
- Ensure that employees within his/her scope of supervision perform their job functions in a safe and hazard-free environment; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable.
- Develop department policies and procedures; assign, train and supervise staff. Assist with recruitment of staff and work with First Selectman to deal with unusual situations.
- Prepare, administer, and monitor operating budget for division; present budget to the Finance Director, First Selectman, and BOS
- Submit oral and written reports to the First Selectman, boards, commissions, and state and federal agencies.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Qualifications required would generally be an Associate's degree and over 3 years of related experience such as records management, administrative services and knowledge of land records and municipal government and elections, or any equivalent combination of education, training and work experience.

**Special Requirements:**

Must have and maintain a valid driver's license.

Must be a Notary Public or obtain.

Have Certified Connecticut Town Clerk

**Without Certification -** Qualifications required would generally be acquired with this position is an Associate's degree and over 3 years of related experience such as records management, administrative services and knowledge of land records and municipal government and elections, or any equivalent combination of education, training and work experience. And the Ability to obtain CT Town Clerk Certification within 3-4 years

### **Knowledge/Skills/Abilities**

- Thorough knowledge of the principles and practices of the state statutes for a Town Clerk's office and Register of Vital Statistics and election laws and process;
- Have or ability to obtain thorough knowledge of municipal land records;
- Have or ability to obtain knowledge of practices and techniques and technology utilized in public records management;
- Knowledge of and ability to use computer systems for the Town Clerk's office;
- Ability to understand, interpret and apply laws related to a Town Clerk's Office;
- Ability to deal effectively with the public, attorneys, real estate developers, appraisers, Town and State officials and staff;
- Ability to accept responsibility for the leadership, direction, control, planning, organizing, directing, supervising, formulating practices, and making final decisions;
- Ability to prepare reports;
- Ability to work independently;
- Ability to deal with difficult people;
- Excellent verbal and written communication skills;
- Strong mathematical skills;
- Aptitude for working with paperwork and details;
- Skills associated with dealing with public and maintaining effective working relationships with various groups;
- Skills associated with a multitasking environment;
- Proficient in Microsoft Office 365.

### **Job Environment:**

- Administrative work performed in moderately noisy office with regular interruptions from the public or employees by phone or in person;
- Occasionally required to drive to professional association to maintain knowledge of office requirement, may drive under possible adverse weather conditions, including extreme hot and cold. Drive to election locations in Town School.
- Operation of motor vehicles, cellular and other telephone, personal computer, copier, facsimile machine, and other standard office equipment required.
- Make frequent contact with town staff, real estate agents, banks, title searchers, attorneys and various state agencies such as Secretary of State, Dept of Public Health, Freedom of Information Commission, Animal Control, dept of agriculture, DEEP and various vendors for the computerized systems in the Town Clerk's office.
- Communication is frequently in person, by telephone, mail, in writing and e-mail; contacts require a high level of courtesy and confidentiality.
- Errors in judgment or omissions could result in monetary loss or rework, delay in service, and legal ramifications.
- Access to extensive confidential information such as vital statistics.

## Physical and Mental Requirements:

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, and/or pushing		X		
Other - Driving		X		
Other – move from sitting to standing at counter		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (outside traffic near town hall)		X		
Very Loud (jack hammer work)	X			

### Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

# **TOWN OF VOLUNTOWN TAX COLLECTOR**

Department:	<b>Administration</b>
Reports to:	<b>First Selectman</b>
Supervise	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>PT – 20</b>
Salary Classification:	<b>Grade 12</b>
Date Approved	<b>May 2024</b>

### **Position Summary/Purpose:**

The purposes of this position are to serve as the Town's official in charge of billing and collecting all current and delinquent tax revenues consistent with policies and procedures and applicable laws and statutory responsibilities. This position bills and collects Personal and Property tax revenues; deposits revenues and maintains records; calculates any interest or penalties; records and reconciles all receipts; answers customer inquiries and interprets and applies laws. The Tax Collector is required to exercise considerable independent judgment in administering and managing the office under Local and State laws and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Plan, organize, administer and implement the billing and collection of real estate, motor vehicles and personal property taxes by handling collections at office counter, on-line, and through the mail, based on the Assessor's Grand List for each fiscal year. Publish notices and press releases as required by State Statutes.
- Receive, record and deposit money from tax payments; process, maintain and reconcile records of taxes received with bank deposits and computer records; process bank deposit slips of funds collected and give to the Treasurer or bank security guard.
- Receive and verify payments and bills, and post payments to computerized system; follow-up with taxpayers, mortgage companies and banks on unpaid balances or payment discrepancies such as overpayments; determine pro-rating or corrections and issue refunds.
- Calculate and collect interest and penalties on back due tax bills. Maintain refund files and issue refunds.
- Balance rate book monthly and with Assessor's Abstract annually. Process Certificates of Correction billings from Assessor as needed.
- Investigate tax delinquencies; implement collection procedures in accordance with local ordinances and State statutes including letters, phone calls, research of land records, and filing tax liens. Confer with foreclosure attorney; remove liens upon payments received.
- Enter suspense accounts yearly and or monthly; as determined by Attorney and confirmed by Tax Collector.
- Meet with the public to explain tax collection policy, procedures, and law; investigate and resolve complaints verbally and in writing.

- Coordinate with Assessor's office in the recording of new or amended property information; coordinate with Motor Vehicle Department about changes of vehicle ownership and delinquent motor vehicle taxes.
- Submit oral and written special and routine reports to State, Federal and Town officials as required; consult with State and Town officials on tax collection matters; prepare official record of all taxes paid and collected.
- Ensure work is performed in a safe and hazard-free environment; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable. Report all incidents.
- Develop department policies and procedures.
- Prepare, administer, and monitor operating budget for division; present budget to the Finance Director, First Selectman, and BOS.
- Submit oral and written and statistical reports to the First Selectman, boards, commissions, external auditor and state (OPM). Submit information to the Quarterly Survey of Property Tax Collection for US Department of Commerce Economics and Statistics Administration. D

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Recommended qualifications would generally be acquired with Associates degree in Accounting, mathematics, or related field; over 3 years of business, accounting or banking experience, municipal experience desired. Customer service and computer experience desired; or any equivalent combination of education, work experience and training

**Special Requirements:**

Certified CT Municipal Collector through OPM

Must be able to be bonded.

**Without Certification** - Recommended qualifications would generally be acquired with Associates degree in Accounting, mathematics, or related field; over 3 years of business, accounting or banking experience, municipal experience desired. Customer service and computer experience desired; or any equivalent combination of education, work experience and training. Must start certification classes as soon as possible after hire date and has up to 4 years to complete the courses and test for Certification.

**Knowledge/Skills/Abilities**

- Thorough knowledge of the principles and practices of municipal tax collection and tax laws, rules and regulations;
- Ability to interpret and comply with laws and ordinances governing tax collection procedures; financial acumen;
- Ability to plan and prioritize department operations to meet established statutory deadlines and deal with diverse laws, regulations, and details;

- Skills in using standard and specialized office equipment and computer systems;
- Ability to deal effectively with the public, handle customer service, and facilitate dispute resolution; high level of customer service skills;
- Excellent verbal and written communication skills; ability to prepare and present comprehensive regulatory and financial reports;
- Ability to prepare and implement operating budgets for department;
- Ability to analyze office administration operations and to develop workflow improvements;
- Ability to cooperate with other Town departments and State agencies to perform Tax Collector duties;
- Ability to establish and maintain effective working relationships with government officials, systems vendors, regional associations, and the public;
- Ability to take initiative to complete the duties of this position with significant autonomy.

**Job Environment:**

- Work is performed in a moderately noisy office during tax season; office work entails meeting with residents and coordinating with other Town departments. Depending on the cycle of Tax Collector duties, the job requires thorough data analysis, recordkeeping and reporting as well as a high degree of public interaction and visibility.
- Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard and specialized office equipment and technology.
- Makes frequent and periodic contact with Town BOS, the Town Assessor, Treasurer and Attorney; and CT Office of Policy and Management and other State departments, such as Motor Vehicles. Interacts with the public as the Tax Collector.
- Communication is frequently in person, by telephone, fax, email, mail and in writing. Contacts require a professional presence and calm demeanor.
- Errors in judgment or omissions could result in delay in service, monetary loss, rework and legal ramifications and potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs to basement for records		X		
Stooping, kneeling, for filling		X		
Reaching with hands and arms				X
Bending, pulling, and/or pushing		X		
moving from sitting to standing at counter			X	

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

**Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. to be able to watch clients and money at the same time)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**ASSISTANT TOWN CLERK & TOWN HALL ASSISTANT**

Department:	<b>Administration</b>
Reports to:	<b>Town Clerk &amp; Assessor &amp; First Selectperson</b>
Supervises:	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>PT -20+hours or as needed</b>
Salary Classification:	<b>Grade 4</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

**Assistant Town Clerk**

The purposes of this position are to provide clerical and administrative assistance for the Town Clerk's functions, including, but not limited to, vital statistics, land record, permits, licenses and election related processes and documents. Responsible for dealing with the public and responding to telephone inquiries.

**Assistant to Assessor**

The purpose of this position is to assist the Assessor, consistent with policies and procedures and applicable laws and statutory responsibilities. The work involves data entry, maintaining and filing property and motor vehicle records, responding to the public and dealing with mail. Help prepare the grand list in accordance with State Statutes with the Assessors direct supervision.

The position will also assist the First Selectperson with reception duties, mail distribution, and clerical duties. This position is required to exercise good judgment in administering office duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

**Assistant Town Clerk**

- Assist in the processing, indexing, and recording of land transactions, vital statistics and official documents. Receive, index and record deeds, mortgages, liens, releases, and maps for land records. Scanning land records. Assist with generating daily, weekly and monthly report of land records.
- Issue, process and index birth, death, and marriage certificates; cremation, burial interment, and disinterment permits.
- Assist in issuing of licenses and permits, including canine and sporting licenses and liquor permits. Collect associated fees. Receive veteran's discharge papers for recording
- Provide technical information and assistance to title searchers, attorneys, and members of the public
- Serve as Assistant Registrar of Vital Statistics; register people to vote during business hours.

- Assist with issuing, receipt and processing of absentee ballots and other details for general and special elections and referenda.
- File all board and commission meeting agendas and minutes.
- May perform Notary duties and certify documents if certified to do so.
- Respond to general inquiries of the public by phone, in person or other correspondence.
- May aid in Town Meeting preparation, attend and record meetings and distribute Town Meeting Minutes when assigned.

#### **Assistant to Assessor**

- Screens incoming phone calls, concerns and questions; serve customers at the counter to answer questions and explain laws governing assessments; takes action if appropriate and refers to Assessor if required.
- Assist taxpayers in resolving motor vehicle tax problems by working with the Department of Motor Vehicles and Tax Collectors Office, explaining the need for proper documentation, and processing changes as required. Maintains and updates data related to Motor Vehicles.
- Assist Assessor with managing the elderly, veterans, and disabled tax exemption programs based on eligibility requirements and State statutes; meet with citizens to assist with completing forms; Renter's Rebate Program; assist elderly and other renters with applications, process using specialized software, and apply tax credits as applicable.
- Maintains and updates accurate property title records and records relating to ownership, sale and value of land and improvements through automated system by updating files in automated system as directed
- Enters building permits into specialized software program.
- Assist in preparing and calculating annual grand lists, including assessments, names, addresses, geographic designations and descriptions.
- Assist in preparing supplemental motor vehicle grand list for all vehicles that were not registered by the July cutoff date.
- Assist taxpayers with motor vehicle bill adjustments when vehicles are sold, traded, totaled, junked or moved out of State.

#### **Both Positions & Town Hall Assistant Duties**

- Clerical duties include handling routine correspondence, filing, gathering documents, receiving funds for copies, assist with large mailings
- Collects and process mail for the Town Hall
- Maintain proficiency with specialized computer systems, programs, and applications.
- Post legal notices for any Town Hall Office
- Ensure all statutory and legal requirements are met.
- Perform all essential job functions in a safe manner and report all accidents immediately to their supervisor.

#### **Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

## **Minimum Required Qualifications:**

### **Education, Training and Experience:**

The qualifications required would generally be acquired with a High School degree or diploma and 2-3 years of administrative, customer service experience in a similar type of environment; or any equivalent combination of education, experience, and training.

### **Special Requirements:**

Notary Public certification preferred or obtained within 6 months of hire date.

Town Clerk Certifications within 4-5 years from date of hire preferred.

### **Knowledge/Skills/Abilities**

- Knowledge of or ability to learn State laws and Town provisions and ordinances relating to the duties and responsibilities of the Assistant Town Clerk, including elections, land records, vital statistics, and licensing. Working knowledge of Connecticut General Statutes;
- Knowledge of or ability to learn municipal land records and Local, State and National election laws, practices, and procedures; knowledge of practices, techniques and technology utilized in public records management;
- Ability to perform department operations to meet established statutory deadlines and deal with diverse laws, regulations, and details;
- Skills in using standard and specialized office equipment and computer systems (Town Clerk land records, Assessor motor vehicle and land records, building permit system, Microsoft word and excel and outlook);
- Ability to deal effectively with the public, handle customer service, and facilitate dispute resolution; high level of customer service skills;
- Solid verbal and written communication skills; ability to produce or assist with regulatory, election, and financial reports;
- Ability to cooperate with other Town departments, Committees, Boards, and State departments and agencies to perform Assistant Town Clerk and Assistant to Assessor duties;
- Ability to proofread document with accuracy and read legal documents;
- Ability to maintain effective working relationships with staff and public.

### **Job Environment:**

- Work is performed in a moderately noisy or quiet office; office work entails meeting with the public and coordinating with other Town departments. Depending on the time of year, the job requires a high degree of detail work, recordkeeping and reporting, as well as public interaction and visibility.
- Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard and specialized office equipment and technology.
- Makes frequent and periodic contact with Town Commissions and Boards, the Tax Collector, Treasurer and Finance Director, CT Secretary of State's Office, and CT Office of Policy and Management and other State departments, such as Motor Vehicles. Interacts with the public as both the Assistant Town Clerk and the Assistant to Assessor.
- Communication is frequently in person, by telephone, fax, email, mail and in writing. Contacts require a professional presence and calm demeanor.
- Errors in judgment or omissions could result in delay of services, and monetary loss and/or rework. Access to some confidential information like vital records, social security numbers etc.

### Physical and Mental Requirements:

#### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Bending, pulling, pushing		X		
Moving from sitting to standing				X

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 -35 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

# **TOWN OF VOLUNTOWN**

## **FINANCE DIRECTOR**

Department:	<b>Administration</b>
Reports to:	<b>First Selectperson</b>
Supervision	<b>Fill in for Selectperson during absences</b>
Position Status:	<b>Exempt</b>
Weekly Hours:	<b>35</b>
Salary Classification:	<b>Grade 14</b>
Date Approved	<b>May 2024</b>

### **Position Summary/Purpose:**

The purposes of this position are to assure development and maintenance of the Town's fiscal stability by directing and administering the Town's municipal funds, accounting systems, accounting controls, purchasing controls, health benefits, payroll, pension, revenue controls, risk management, and preparation and monitoring of the municipal operating and capital budget. Act as Chief Financial Advisor to the First Selectperson, Board of Selectman. Also serves as Human Resources/Grants Coordinator and Risk Manager. The Finance Director is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Plans, organizes, initiates and directs comprehensive municipal finance system; develops comprehensive financial goals; prepares appropriate financial reports and makes appropriate presentation of town's overall finances. Assure internal controls and standards comply with GAAP, regulatory and GFOA practices.
- Manages and administers functions to include payroll and payroll reporting thru a third-party administrator; prepares labor reports related to payroll; accounts receivable; accounts payable; reconciliation of financial statements and credit cards, grant funding processing and control; fixed assets; chart of accounts and funds; supervise the general ledger; preparation of weekly and monthly financial and budgetary reports to monitor expenditures and revenues.
- Performs all accounting work in the recording and reconciling of Town revenues from the Tax collector, Town Clerk and all other departments in coordination with the Treasurer; and other sources maintaining accounting controls of town expenditures and purchasing procedures; and fund accounting.
- With input and direction from the First Selectperson prepares budget forms and calculations for department heads; review and analyze various department, commission and agency request for accuracy. Prepares the operating and capital budget. Presents budget to First Selectperson for changes and additions; then finalized budget for FS to present. The Finance Director attends all meetings for budget preparation with First Selectperson and department heads, boards and commissions. Presents budget to BOS and Town Meeting.

- Coordinates the year-end financial audit for the Town with external Auditor. Work closely with the Treasurer to ensure proper cash management, investment and bank procedures.
- Prepares, applies, processes and manages state and federal Town grants; assists Town department heads and other officials in preparing financial and other information for various government grants; prepares grant reimbursement documentation.
- Oversees administration of various insurance programs such as medical insurance, liability and property insurance, workers compensation; works with brokers and agents to acquire quotes for insurance and employee benefits. Handles all insurance claims through third party administrator.
- Assist with personnel function by handling employee orientation and ensuring all onboarding paperwork such as pensions, health insurance, tax forms, etc. is complete. Assist First Selectperson's office with recruitment. Manages health insurance, retirement and other employment benefits with agents and vendors. Manages questions from employees about benefits. Follows employee policies and answers questions about various personnel action forms. Estimates costs of union negotiated requests. Part of management team for union negotiations.
- Assists in bid processing for town purchasing and use of State contracts; tracks payments and receipts for services; establishes and oversees the internal controls for purchasing.
- Serves as IT Coordinator for the Town, works with third party IT vendors, may install computers, purchases computers, coordinates phone and cell phone systems, works on all security systems.
- Submits oral and written statistical, narrative, financial reports and filings to Town officials and state agencies as needed.
- Perform all essential job functions in a safe manner and report all accidents immediately to their supervisor.
- Serve as back up to First Selectperson. Will supervise departments and employees in the absence of the First Selectperson.
- May serve as Finance Assistant to the Voluntown/Sterling Transfer Station handling administrative functions for Board and financial records and financial administration. A Stipend is provided for this purpose.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a Bachelor's' Degree in Accounting or some closely related field with more than 5 years of increasingly responsible work experience in finances and accounting experience, municipal experience and fund accounting preferred, or any equivalent combination of education, work experience and training. Knowledge of human resources, purchasing, grants, risk management preferred.

**Special Requirements:**

Valid CT driver's license

### **Knowledge/Skills/Abilities**

- Comprehensive knowledge of governmental accounting;
- Thorough knowledge of computerized financial systems and spreadsheet applications in municipal finance (excel and QuickBooks preferred);
- Knowledge of practices and principles of generally accepted government accounting principles;
- Knowledge of state and federal laws and regulations related to municipal finance operations;
- Knowledge of municipal budget procedures;
- Working knowledge of overall municipal operations, cash management, pensions, payroll, debt management, insurance and health benefits.
- Working knowledge of human resources, purchasing, grants management and risk management.
- Ability to oversee and maintain detailed and accurate records using data processing; and learn new computer technology;
- Ability to oversee technology, insurance, payroll, health insurance, retirement vendors;
- Ability to collect, organize, analyze and interpret complex financial data;
- Ability to establish and maintain effective working relationships with town staff and officials;
- Ability to read and understand financial and legislative documents;
- Ability to manage multiple priorities; and to plan and prioritize department operations to meet established statutory deadlines;
- Ability to prepare and administer an operating budget for the department and town.
- Excellent verbal and written communication skills;
- Proficient skills in the use of office computers and financial software applications; skill in working with numbers, their calculation and significant detail;
- Strong presentation and influencing skills. Proficient in Microsoft Office.

### **Job Environment:**

- Managerial, administrative and other work is performed in moderately noisy or quiet office conditions. Required to visit various Town offices to assist with finances or computers. Coordination, reporting and presentations are conducted in large meeting rooms. Attends various meetings for professional development.
- Requires the operation of automobile, telephones, computers, copiers, scanner and other standard office equipment.
- Makes frequent contact with other municipal departments specifically department heads, and periodic contact with Board of Selectman, state agencies, bank officials, financial advisors, bond counsel, auditors, town attorney, other municipal finance directors, vendors and contractors and occasional contact with the general public; communication is frequently in person, by telephone, email in writing or at meetings. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others or to resolve problems.
- Errors in judgment or omissions could result in delays in service, monitory loss, rework and potential liability or damage to the Town's reputation.
- Has access to confidential personnel records, bid documents and legal documents

## **Physical and Mental Requirements:**

### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms				X
Bending, pulling, and/or pushing			X	
Other – Driving to professional meetings		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

### **Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

# **TOWN OF VOLUNTOWN**

## **TREASURER**

Department:	<b>Finance/Administration</b>
Reports to:	<b>First Selectperson</b>
Supervise	<b>Deputy Treasurer</b>
Position Status:	<b>Exempt</b>
Weekly Hours:	<b>10 hours</b>
Salary Classification:	<b>Grade 9</b>
Date Approved	<b>May 2024</b>

### **Position Summary/Purpose:**

The purposes of this position are to exercise Treasurer powers, duties and responsibilities as described in CT General Statutes. These include recording and accounting for all Town money received and paid out, as well as banking and investments activities. The Treasurer is required to exercise considerable independent judgment in administering and managing the function and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Plan, organize and perform the recording and accounting of all Voluntown money received from Town departments. Prepare bank deposits, which include the Board of Education and the Voluntown/Sterling Transfer Station. Deposits can be via remote capture, cash/courier, or in person at a financial institution.
- Track all deposits in an electronic system and manage corresponding bank balances, as necessary. Accounts include the General Fund, Board of Education Grants, School Lunch, and an 'Investment' Account (Receipt of tax payments for personal property, etc.)
- Record all Town orders for payment. Sign or authorize payments via checks, electronic transfer, or wire for the purpose of paying vendors, payroll, or to make investments. Coordinate with the Board of Education on the disbursements of grants and educational funds.
- Manage the cash flow needs for the Town, including the Board of Education and the Voluntown/Sterling Transfer Station. Continually improve the electronic recordkeeping format to allow all stakeholders to access the data needed to make informed decisions. Follow best practices of financial recordkeeping, including documentation manuals.
- Update and maintain the Fixed Asset Ledger for all Accounts, examining what constitutes a fixed asset and related depreciation cycles.
- Protect Town assets in all Investment matters. Establish /implement a low risk, stable Investment policy, in consultation with financial professionals, the Town Finance Director and the First Selectperson. Analyze investment options and make reasoned recommendations.
- Establish/implement appropriate 'checks and balances' process and procedures for signing checks or authorizing payments in any form. Per Auditor's recommendations.
- Work with Bond Counsel and financial advisors in the preparation and issuance of bonds for the Town and Board of Education. Record and hold bonds for building, infrastructure and/or transportation projects, such as school buses.

- Work with the Finance Director, First Selectperson and other staff on the Town Audit and other projects related to the Treasury function.
- Work with the Finance Director in regard to revenue projections. Provide information to the Finance Director and the Board of Selectmen for the Town budget process.
- Coordinate with payroll vendors for the Town and BOE to resolve questions, including employees covered under grant funds.
- Confer with the Town's technology consulting service as needed to ensure effective financial transactions and recordkeeping,
- Maintain memberships in professional organizations, such as the Government Finance Officers Association; attend meetings to stay current in treasury and financial matters, including payment options, physical and cybersecurity.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed, and report accidents immediately to the supervisor.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a minimum of an Associate's degree in Accounting or a related field, and 3-5 years of experience in a position responsible for financial control of an organization, including accounts payable/receivable, cash flow management, investment activities, and adherence to regulatory requirements; or any equivalent combination of education, work experience and training.

**Special Requirements:**

Must have and maintain: Valid CT Driver's License

Must be bonded

**Knowledge/Skills/Abilities**

- Knowledge of CT statutes regarding municipal Treasurer responsibilities
- Knowledge of investment options for CT municipal funds
- Knowledge of bonding issuing requirements for municipal capital projects
- Knowledge of best practices regarding handling substantial financial transactions
- Knowledge of financial instruments and banking/ network security practices
- Ability to recommend/execute cash flow and investment policies and procedures
- Ability to perform secure financial transactions, including cash, wire transfers, electronic deposits, credit/debit cards, etc.
- Ability to maintain complex spreadsheets for cash flow, accurate records for multiple Town accounts and sound investment documentation
- Ability to perform accounts receivable and payable functions for all Town entities
- Ability to support Town forecasts and budgets using specialized electronic tools
- Ability to multi-task and establish priorities
- Ability to exercise independent judgment and initiative
- Strong decision making and recordkeeping skills
- Ability to maintain confidentiality and exercise discretion in sensitive matters

**Job Environment:**

- Work is performed in a typical office environment.
- Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.
- Makes frequent contact with bank vendors, investment and bonding agencies as required, payment vendors, and customers, to resolve issues. Frequent contact with First Selectperson, and the Town Finance Director. Communication is frequently in person, by telephone, email, and in writing. Contacts require accurate and detailed financial transactions and/or information.
- Errors in judgment or omissions could result in delay in service, monetary loss, and legal ramifications and/or potential liability

**Physical and Mental Requirements:****Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions -visiting banks		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, and/or crawling	X			
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, and/or pushing		X		
Other - Driving		X		

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

**Vision Requirements:**

X Close vision (i.e. clear vision at 20 inches or less)  
 X Distance vision (i.e. clear vision at 20 feet or more)  
 X Color vision (i.e. ability to identify and distinguish colors)  
 X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)  
 X Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**DEPUTY TREASURER**

Department:	<b>Finance/Administration</b>
Reports to:	<b>Treasurer</b>
Supervise	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>5 hours</b>
Salary Classification:	<b>Grade 6</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purposes of this position are to exercise Deputy Treasurer powers, duties and responsibilities as described in CT General Statutes and overseen by the Treasurer. These include recording and accounting for all Town money received and paid out, as well as banking activities. The Deputy Treasurer is required to exercise considerable judgment in administering and managing the function and is responsible for maintaining and improving the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Fill in for Treasurer to perform the recording and accounting of all Voluntown money received from Town departments.
- Prepare bank deposits for cash and scan checks into bank, which include the Board of Education and the Voluntown/Sterling Transfer Station. Deposits can be via remote capture, cash/courier, or in person at a financial institution.
- Track and maintain spreadsheets of all deposits in an electronic system and manage corresponding bank balances, as necessary.
- Post checks into positive pay system for payment
- During absence of Treasurer the Deputy will verify, sign or authorize payments via checks, electronic transfer, or wire for the purpose of paying vendors or payroll.
- Handle any voided check, stop payment or questions regarding checks.
- Confirming cash and checks received, double check others work as part of checks and balance system.
- Work with the Finance Director to verify expenditures and revenues as needed.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed, and report accidents immediately to the supervisor.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a minimum of a High School Degree in bookkeeping or a related field, and 2 years of experience in a position responsible for cash, including accounts payable/receivable, bank reconciliations or related experience or any equivalent combination of education, work experience and training.

Special Requirements: None

**Knowledge/Skills/Abilities**

- Knowledge of bookkeeping best practices, accounts payable, accounts receivable and bank reconciliations;
- Knowledge of financial instruments and banking/ network security practices;
- Ability to review and sign checks;
- Ability to perform financial transactions, including cash, wire transfers, electronic deposits, credit/debit cards, etc.;
- Ability to maintain spreadsheets for Treasurer;
- Ability to perform accounts receivable and payable functions and bank reconciliations for all Town entities;
- Ability to establish and maintain effective working relationships with Town staff, Vendors, and Banks;
- Ability to multi-task and establish priorities;
- Ability to exercise judgment and initiative;
- Ability to use office computers and specialized computer systems Strong recordkeeping skills;
- Ability to maintain and exercise discretion in sensitive matters.

**Job Environment:**

- Work is performed in a typical office environment.
- Requires the operation of telephones, personal computers, copiers, facsimile machines, and other standard office equipment.
- Makes frequent contact with bank vendors, payment vendors, and customers, to resolve issues. Frequent contact with the Town Finance Director. Communication is frequently in person, by telephone, email, and in writing. Contacts require accurate and detailed financial transactions and/or information.
- Errors in judgment or omissions could result in delay in service, monetary loss, and legal ramifications and/or potential liability

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions -visiting banks	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing	X			
Stooping, kneeling, crouching, and/or crawling	X			
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, and/or pushing-Files		X		
Other - Driving	X			

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

### Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

# **TOWN OF VOLUNTOWN**

## **ASSESSOR**

Department:	<b>Assessor's Office</b>
Reports to:	<b>First Selectperson</b>
Supervise	<b>Assistant to Assessor</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>17 hours</b>
Salary Classification:	<b>Non-Classified</b>
Date Approved	<b>May 2024</b>

### **Position Summary/Purpose:**

The purposes of this position are to direct and administer the valuation of real estate, personal property and motor vehicles; perform field investigations and inspections required to properly evaluate property, and to establish and prepare the Town Grand List, in accordance with State Statutes. The work involves discovery, data collection, analysis, and calculations; answering inquiries and directing the office staff. The Assessor is required to exercise considerable independent judgment in administering and conducting the assessment of real and personal property and motor vehicles and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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)*

- Plan, direct, and conduct the valuing/assessment of all taxable and non-taxable real estate, motor vehicle and personal property to establish the Grand Lists. Conduct physical inspection and re-inspection of existing properties, improved properties, and properties under construction to determine their value.
- Inspect and value properties that are issued Certificates of Occupancy throughout the year and issue prorated tax bills. Track lot splits, subdivides and lot line adjustments.
- Audit property and businesses to discover, list, and value all taxable and exempt property, including campgrounds.
- Compile, maintain and analyze complex statistical data to insure equity in assessments. Analyze property trends.
- Analyze income and expense forms from commercial properties and issue income & expense statements to income-producing properties.
- Review and apply special land use values to properties that are classified as Public Act 490 Lands (farm, field, open space).
- Prepare, calculate, and publish annual Grand Lists and submit to the State by January 31<sup>st</sup> of each year, including assessment, names and addresses, geographic designations, and descriptions. Ensure compliance with State mandate for existing structures and certify that certain statistical standards are met.
- Provide information for tax bills based on assessments and Grand List. Mail out increase notices and respond to a heavy volume of inquiries after a reevaluation.

- Prepare all State mandated monthly and annual reports to the Office of Policy and Management, including sales ratios, elderly, disabled and veteran reimbursements and reports for State reimbursements.
- Develop re-evaluation programs that satisfy State mandates and are cost-effective for the Town. Prepare RFP to acquire services for re-evaluation program, as needed.
- Working with a vendor conducting revaluations every five years in accordance with State Statues; monitor the process, including sales data, property inspection, software conversion, fair market values, final assessments and informal hearings. Certify the accuracy to the State of CT.
- Update the eQuality CAMA database as part of the assessment process.
- Meet and provide information to the public, other Town departments, Boards and Commissions, and attorneys to explain assessment procedures and conclusions.
- Administer an information program which keeps the citizens of Voluntown informed of the rights and responsibilities with respect to the assessment and exemption of property.
- Resolve complaints relating to assessments and make adjustments as warranted. Research and respond to assessment inquiries; defend the Town's findings during assessment appeals by property owners.
- Manage the preparation, installation, and maintenance of property tax maps. Work with the map vendor to ensure tax maps and the GIS maps are current and accurate.
- Manage elderly, veterans, and disabled tax exemption programs based on eligibility requirements and State statutes; meet with citizens to assist with completing forms.
- Administer the Renter's Rebate Program; assist elderly and other renters with their applications.
- Prepare the Supplemental Motor Vehicle Grand List for vehicles that were not registered by the July cutoff date. Assist taxpayers with motor vehicle bill adjustments when vehicles are sold, traded, totaled, junked, or moved out of state.
- Administer Board of Assessment Appeals meetings; attend meetings as the subject matter expert and facilitate the posting of notices, minutes, and judgements.
- Assist the Tax Collector, the public, property owners, farmers, camper owners, attorneys, title searchers, appraisers, and surveyors with assessment inquiries.
- Develop department policies and procedures.
- Prepare, administer, and monitor operating budget for the department; present budget to the Finance Director, First Selectperson, and the BOS.
- Submit oral and written reports to the First Selectman, boards, commissions, and state and federal agencies.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed.; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

The qualifications required would generally be acquired with an Associate's Degree and specialized training and over five years of progressively responsible work experience in real and personal property appraisal and municipal assessment and appraisal work; or any equivalent combination of education, training and experience.

#### **Special Requirements:**

Must have and maintain: CT State Certified Municipal Assessor Certification (CCMA I)  
Valid CT Driver's License

#### **Knowledge/Skills/Abilities**

- Thorough knowledge of the principles and practices of property valuation and assessment, including PA 490 Land, residential and commercial properties;
- Thorough knowledge of State assessment statutes/laws, ordinances, rules and regulations, and various market value assessment methods and techniques;
- Strong knowledge of the procedures and processes required to compile and value municipal real estate, motor vehicle and personal property Grand Lists;
- Strong knowledge of assessment software/database programs and related software
- Good knowledge of municipal government, and budget management;
- Ability to interpret assessment law; to obtain and analyze data affecting property value, and to make impartial and consistent estimates based on such data;
- Ability to read construction plans and survey maps, and to create line sketches;
- Ability to plan and prioritize department operations to meet established statutory deadlines and implement a municipal assessment program;
- Ability to deal effectively and maintain working relationships with various people, handle customer service, and dispute resolution; ability to administer policies and procedures and to be able to explain them;
- Ability to prepare and administer an operating budget for the department;
- Ability to analyze office administration operations and to develop improvements;
- Ability to work independently; ability to prepare reports in oral and written form;
- Excellent verbal and written communication skills; strong analytical skills.

#### **Job Environment:**

- Administrative work is performed in a moderately noisy office with regular interruptions. Often required to perform inspections outdoors, under possible adverse weather conditions, including extreme hot and cold and the hazardous conditions associated with construction sites.
- Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment, including eQuality CAMA and GIS software systems.
- Makes constant and periodic contact with other municipal departments, state agencies, vendors, attorneys, title searchers, real estate agents, appraisers, bank/mortgage representatives, and the general public; communication is frequently in person, by telephone, email and through letters.

- Errors in judgment or omissions could result in monetary loss or gain if assessments are not calculated properly, potential liability, a delay in service and personal injury/loss.

### **Physical and Mental Requirements:**

#### **Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

#### **Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing for field work		X		
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms		X		
Bending, pulling, and/or pushing		X		
Other – Driving – Seasonal peaks		X		

#### **Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### **Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

#### **Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

# **TOWN OF VOLUNTOWN**

## **FIRE MARSHAL**

Department:	Fire
Reports to:	<b>First Selectman</b>
Supervise	NA
Position Status:	<b>Exempt/Non-Exempt</b>
Weekly Hours:	<b>PT ?????</b>
Salary Classification:	<b>Grade 12</b>
Date Approved	<b>July 2024</b>

### **Position Summary/Purpose:**

The purpose of this position is to plan, organize, supervise, administer, and implement a comprehensive fire inspection, investigation, and prevention program according to Connecticut state statutes; review site plans and provide appropriate recommendations; exercise judgment in administering and enforcing the fire code; and responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Receive applications, issue permits and advise contractors and others of requirements; inspect various buildings and facility occupancies, flammable/hazardous materials storage, outdoor amusements, blasting permits, underground tanks, fireworks, special effects displays and other events for code compliance, such as tents for large gatherings; take appropriate corrective actions when required.
- Use prescribed procedures to investigate and report cause and origin of all fires or Hazmat incidents; work cooperatively with other agencies and employees (e.g., state and State Police, state Fire Marshal, DEEP, etc.) to satisfactorily resolve and prevent fires; assist state police with apprehension and prosecution of offenders.
- Perform inspection, investigative, enforcement and administrative duties to assure that commercial (schools, restaurant, places of assembly, retail stores, office buildings, multi-family apartments, underground tanks, etc.), and other properties comply with the state fire codes and other related codes.
- Required to review and complete daily and monthly (National Fire Incidents Reporting System) NFIRS Reports and submit to a National Data Base at the National Fire Administration.
- Receive proposed building and related constructions plans; participate in preliminary review and consultations with other departments, as needed; perform plan review for compliance with applicable fire codes and standards to assure construction of code-conforming buildings and fire protection systems; coordinate efforts with other Land Use Offices
- Prepare fire safety education programs; speak to schools, civic and private organizations on fire safety education; write articles about fire prevention.
- Conduct fire safety education and fire drills at schools and other institutions, as required; work with Fire Fighters to conduct fire prevention programs and provide fire extinguisher training.
- Serve as Burning Official, receive burning applications, inspect Burn Sites and issue Burn Permits
- Respond to reports of fire code violations; make appropriate recommendations; issue

citations, as needed.

- Participate in and serve as a member of the Town's Emergency Management Team and prepare for and deal with localized and regional disasters, both natural and manmade, as directed by the Emergency Management Director.
- Prepare, administer, and monitor operating budget for division; present budget to the Finance Director, First Selectperson, and BOS
- Ensure that all work is conducted in a safe manner and all work safety practices are followed.
- Attend training classes and seminars for maintenance of Fire Marshal Certification and professional development.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Qualifications required would generally be acquired with an Associate's degree in Fire Science or advanced technical courses after high school degree and over five years of increasingly responsible experience in a fire department, including two years of fire inspection experience and two years as a firefighter; or an equivalent combination of education, work experience and vocational training.

**Special Requirements:**

Must have and maintain a valid Connecticut driver's license and Fire Marshal Certification from the Office of the State Fire Marshal. Including Fire Investigation Certification, and Hazardous material inspection certification.

**Knowledge/Skills/Abilities**

- Considerable knowledge of and ability to apply management principles and techniques to manage FM Office;
- Expert knowledge of and ability to review complex architectural and engineering plans and specifications for large scale building construction projects including engineered fire and life safety protection systems and concepts;
- Considerable knowledge of building, electrical and mechanical codes;
- Expert knowledge of Fire Safety, Fire Prevention, and Hazardous Materials Codes & Regulations;
- Considerable knowledge of modern fire prevention principles, procedures, techniques, and equipment;
- Expert knowledge of relevant state and federal laws, statutes and regulations;
- Expert knowledge of the methods, materials and equipment used in building construction, including service and safety equipment;
- Expert knowledge of the practices and procedures utilized in fire prevention, fire training and other adopted national standards;
- Expert knowledge of fire suppression techniques and equipment;
- Knowledge of relevant town policies and procedures;
- Expert Knowledge of the Incident Command System (ICS) and the National Incident Management System (NIMS);

- Strong problem-solving skills;
- Ability to establish and maintain effective working relationships with fire department volunteer officers and members, outside agencies and the general public. Considerable interpersonal, oral and written communication skills;
- Ability to develop and maintain an operating budget and to administer fees and reporting;
- Ability to interpret federal, state, and local codes, regulations and standards relating to building construction, fire prevention and control, sprinkler systems, heat and smoke detection devices;
- Ability to organize and participate in public safety education; and to prepare and present technical material for training programs or public speaking engagements;
- Ability to use computer software for word processing, spread sheets and databases as well as specialized fire reporting and inspection software and the Town's financial systems;

#### **Job Environment:**

- Work performed in moderately noisy office and entails meeting with customers to process permits, questions, etc.; fire investigation, prevention and inspection operations involve working environments ranging from average indoor conditions to extremes of heat and cold and all weather conditions; fire investigation, prevention and inspection operations have moderate to loud noise levels depending on location of inspection; recurring exposure to toxic materials and fumes and hazardous electrical, mechanical and other devices; when working outside, tasks and especially fire investigation work are performed in most weather conditions.
- Operation of motor vehicles, cellular and other telephones, measuring/testing/investigation devices, computer, copier, facsimile machine, and other standard office equipment is required.
- Frequent and periodic contact with contractors, property owners, attorneys, engineers, architects, state agencies, town land use agencies, fire and police departments, and the public; communication is frequently in person, by telephone, email, contacts require a high level of persuasiveness and resourcefulness to influence behavior of others.
- Errors in judgment or omissions could result in delay of service and or rework, personal injury or damage to buildings, potential liability and the compromise of public safety.

#### **Physical and Mental Requirements:**

##### **Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical			X	
Work with fumes or airborne particles				X
Non weather related – extreme heat/cold		X		
Work near moving mechanical parts	X			
Risk of electrical shock		X		
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting			X	
Talking and hearing			X	
Using hands/fingers to handle/feel				X
Climbing or balancing		X		
Stooping, kneeling, crouching, and/or crawling		X		
Reaching with hands and arms			X	
Smelling		X		
Bending, pulling, and/or pushing		X		
Other - Driving				X

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)	X			

### Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**FIRE FIGHTER/EMT (PER DIEM)**

Department:	<b>Fire</b>
Reports to:	<b>Volunteer Fire Chief or designee</b>
Supervise	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>Schedule Varies – Per Diem for shifts worked</b>
Salary Classification:	<b>Grade 7</b>
Date Approved	<b>July 2024</b>

**Position Summary/Purpose:**

The purposes of the position are to respond to Fires, Rescue, EMT, emergencies, car accidents and medical type of emergencies. Drive either Fire Trucks, Rescue Vehicles or Ambulances. Wear protective clothing and use either fire, rescue or medical equipment to handle emergency situations. Maintains equipment and Fire Station in good working order or reports concerns. The Firefighter/EMT is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Provide services necessary to minimize the loss of life or property threatened by the hazards of fire, explosions, medical, chemical, and rescue related emergencies. Serve as part of the team for fire suppression, fire/medical prevention and assist with code enforcement.
- Responds to emergency situations with ambulance, fire truck or rescue truck for medical emergencies, car crashes, fires, etc. Take command if necessary due to no commanding officer on site. Transfer command to qualified commander.
- Perform Firefighting operations as trained including using air breathing systems, hoses, ladders, etc.
- Provides EMT life support medical services, following HIPPA regulations and maintain medical control based on Hospital procedures.
- Performs detailed subjective and objective patient assessments within established protocols, stabilization and treatment. Maintain confidential information.
- Coordinates and administers emergency care procedures with contracted Paramedic providers on scene and communicates effectively with emergency room staff.
- Prepares and maintains daily operations logs, incident report records, and patient care reports.
- Drives and/or operates various ambulance units, fire trucks, or rescue vehicles.
- Assists in maintaining ambulances, fire trucks, rescue vehicles and equipment and cleaning station and grounds, ensures that emergency/fire vehicles are completely stocked and in good running order.
- Assist with presentations within the community on fire safety, fire prevention and medical topics;
- Provides a public service including attending/being on stand-by at local sporting and community events.
- Participates in continuing education training for Fire Fighting, EMT and Emergency

services. Participate in instruction programs by individual study of technical material and attendance at scheduled drills and classes.

- Ensure that all work is conducted in a safe manner and all work safety practices are followed. Report any concerns to the Fire Chief or Commanding officer
- Consistent on-site work and on-time attendance are essential for this position when assigned to a shift.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a high school degree or diploma and 3 years' experience as a Volunteer/paid Firefighter/EMT or any equivalent combination of education, training and work experience.

**Special Requirements:**

Must have and maintain: Valid CT Driver's License with a CDL Class B or 2Q endorsement preferred; FF II certification; EMT-Basic Certification with CPR and AED; Must pass annual firefighter and medical exam including respiratory function test and DOT physical clearance if required.

**Knowledge/Skills/Abilities**

- Knowledge of emergency medical techniques and procedures required at the EMT level and HIPPA regulations;
- Knowledge of Firefighter II duties and responsibilities;
- Knowledge of hazardous materials awareness;
- Knowledge of laws, rules and regulations relating to emergency medical services, EMT and Firefighter II activities;
- Knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Knowledge of proper terminology used in the discipline;
- Ability to drive an ambulance unit, fire truck or rescue truck to and from emergency calls;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce medical reports that accurately convey information and explain medical situations to patients;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Ability to exercise independent judgment, and complete tasks efficiently and accurately;
- Ability to maintain professional ethics related to confidentiality, specifically medical records;
- Possession of physical endurance and agility to deal with ill or injured patients and handle fire suppression and the various equipment for emergency situations;

- Able to perform strenuous or peak physical effort during emergency, training or station maintenance activities for prolonged periods of time under conditions of extreme height, intense heat, cold or smoke
- Ability to react quickly and calmly in emergency situations;
- Ability to understand and follow oral and written instructions;
- Ability to establish and maintain effective working relationships with associates, hospital staff, police, regional officials, outside agencies and the general public;
- Ability to deal courteously, yet firmly and effectively with the public in emergency situations;

**Job Environment:**

- Most work is performed in a very noisy environment such as a fire, rescue situation, fire drill, medical services to ill or injured patients. The job involves recurring exposure to chemicals, flames, fumes, mechanical equipment as well as all types of weather conditions. Medical assistance calls to resident homes requires tact in gaining health information. Some office or paperwork is handled in a moderately noisy fire station related to incident reports.
- Requires the operation of a vehicle, fire truck, ambulance, fire equipment, medical equipment including defibrillators, telephones, personal computers, copiers, facsimile machines, and other standard office equipment
- Makes frequent contact with businesses, schools, public utilities, emergency organizations, other Fire Departments, police, regional agencies, and the public during emergency situations. Communication is frequently in person or via radio, and occasionally by telephone, fax, email, mail and in writing. Contacts require calm demeanor
- Errors in judgment or omissions could result in delay in service, damage to buildings and equipment, injury to self and others, and potential liability.
- While performing the duties of this job, the employee is frequently required to perform a variety of task on slippery, hazardous surfaces such as rooftops and ladders; and must make rapid transitions from rest to near maximal exertion without warm-up periods. Employees must wear personal protect equipment that weighs approximately 50 pounds while performing firefighting tasks. Must rely on senses sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment. The employee must tolerate extreme fluctuations in temperature while performing duties in hot and humid atmospheres. May work for long periods of time requiring sustained physical activity and intense concentration

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions			X	
Work in high, precarious places		X		
Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non weather related –extreme heat/cold		X		
Work near moving mechanical parts		X		

Risk of electrical shock		X		
Vibration	X			
Other-Emergency Operation				X

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking & Hearing				X
Using hands/fingers to handle/feel/type			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling		X		
Bending, pulling, pushing		X		
Other-Driving			X	
Other-Long Hours during an Emergency			X	

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 75 pounds – Fire Pack				X
Up to 100 pounds – Moving person		X		
Over 100 pounds – Moving person		X		

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)			X	
Very Loud (jack hammer work)			X	

#### Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

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**TOWN OF VOLUNTOWN**  
**WETLANDS & ENFORCEMENT AGENT**

Department:	<b>Development &amp; Enforcement</b>
Reports to:	<b>First Selectman and IWWC Chairperson</b>
Supervise	<b>Reviews Clerk's minutes</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>PT – 14+</b>
Salary Classification:	<b>Non-Classified</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purposes of the position are to provide independent technical work involving the review, inspection and enforcement of sites and review of development plans which may have an impact on inland wetlands and watercourses. This position interprets state, federal, and Inland Wetlands and Watercourses Commission (IWWC) regulations. The Wetlands & Enforcement Agent is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Review plans and accompanying documentation for compliance with IWWC regulations and ensure that wetland's resources under review are preserved and protected.
- Collect and review applications and supporting documents for completeness and compliance with IWWC regulations; meet with applicant, if applicable, prior to receipt of applications to discuss application submittal requirements.
- Review plans for compliance with the regulations; evaluate erosion and sedimentation measures; evaluate proposed drainage design in conformance to standards. Present plans to IWWC.
- Perform site inspections prior to IWWC meetings to evaluate sites and take photos to share with the Commission. Perform site inspections with IWWC.
- Issue permits per regulations and IWWC meetings, then inspect projects during development to ensure regulations are met and enforce erosion and control measures are in place.
- Perform inspections of completed projects to allow release of performance bonds.
- Reviews all building permits and plans and inspects sites prior to issuing of permit.
- Evaluate mitigation proposed for compliance to acceptable standard as regulated by DEEP, and other regulations. Send copies of Inland Wetlands permits to DEEP
- Develop and issue subject matter expert opinions and other reports to the IWWC. May prepare reports of activity that did not rise to a Commission level
- Prepare for and attend scheduled public hearings and review additional technical material as required by the regulations. Attend all meetings of the IWWC. May prepare agenda and post meetings and take minutes if clerk is not available.

- Enforces Inland Wetlands Regulations based on complaints received. Investigate all complaints of possible violations and submit investigatory results and reports. Work towards having residents become amenable to resolving disputes.
- Enforce compliance, and issues notices of violation or cease and assist orders as per regulations.
- Use GIS ariel photos and computer mapping to view and assess wetlands, boundaries and related attributes.
- Contact CT DEEP for clarification of regulations. Confer with soil scientists, as needed.
- Assist the Commission with development of amendments to IWWC regulations.
- Appear at court proceedings as required.
- Perform all essential job functions in a safe manner and report all accidents immediately to their supervisor; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable.
- Develop department policies and procedures.
- Prepare, administer, and monitor operating budget for division; present budget to the Treasurer/Finance Director, First Selectman, and BOS.
- Submit oral and written reports to the First Selectman, boards, commissions, and state and federal agencies.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a minimum of an Bachelor's degree in Environmental Science, soil science or related field with over 5 years of experience with wetlands and environmental issues required; or any equivalent combination of education, training and work experience.

**Special Requirements:**

Must have and maintain:

Valid CT Driver's License

CT DEEP Municipal Inland Wetland Training Certificate

**Knowledge/Skills/Abilities**

- Thorough knowledge of the principles and practices of knowledge of Inlands Wetlands and Watercourses regulations.
- Knowledge of wetlands and their functions and soil, sediment, and erosion control, wetlands plants and animal species
- Knowledge of watershed resource protection and drainage principles; Knowledge of civil engineering principles,
- Knowledge of general building and construction practices
- Working knowledge and experience in principles and practices of wetlands management.

- Ability to read and review geographical maps and engineered site development plan proposals for land development
- Ability to use advanced GIS technology and computer mapping
- Demonstrated ability to enforce regulations in a firm and tactful manner, and to facilitate resolutions to complaints
- Ability to maintain professional connections with Federal and State agencies and other subject matter experts, including Department of Energy and Environmental Protection
- Ability to communicate effectively with the public in person and in writing.
- Working knowledge of various office and field equipment including MS Office
- Ability to take initiative to complete the duties of this position with autonomy and technical expertise

**Job Environment:**

- Office work is performed in a moderately quiet office. Field work is performed outdoors in all weather conditions and often on uneven, wet terrain, including construction sites and undeveloped lands.
- Requires the operation of a vehicle, the operation of telephones, computers including a GIS program, copiers, facsimile machines, and other standard office equipment.
- Makes constant and periodic contact with other municipal departments and staff, residents, developers, builders, contractors, commission members, engineers, architects, soil scientists, regional, federal and state agencies, and the general public. Work with other Town departments, Corp of Engineers, Building Official and soil scientist or another appropriate scientist. Communication is frequently in person, by telephone, email, and in writing. Contacts require confident, tactful presence and calm demeanor.
- Errors in judgment or omissions could result in delay in service, injury to self, rework and legal ramifications and potential liability.

**Physical and Mental Requirements:**

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions				X
Site Visits on uneven surfaces/remote areas		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking and hearing			X	
Using hands/fingers to handle/feel			X	
Climbing or balancing – site work			X	
Stooping, kneeling, crouching, and/or crawling			X	
Reaching with hands and arms			X	
Bending, pulling, and/or pushing		X		
Other - Driving			X	

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

**Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**ZEO-ZONING ENFORCEMENT OFFICER**

Department:	<b>Development &amp; Enforcement</b>
Reports to:	<b>First Selectman &amp; Commission Chairs</b>
Supervise	<b>Land Use Technician – May train Deputy ZEO</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>PT 4-8 hours/week</b>
Salary Classification:	<b>Grade 8</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purposes of this position are to enforce the zoning regulations of the Town of Voluntown, to perform inspections as needed, and to investigate complaints related to zoning regulations. This position refers individuals to the ZBA as needed and attends PL & Z Commission meetings to advise on zoning regulations. The Zoning Enforcement Officer is required to exercise judgment in enforcing the regulations and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Answer inquiries from architects, developers, attorneys, and real estate personnel, building contractors and the general public regarding zoning regulations and ordinances.
- Review site plans, permits and applications for the administration and compliance of zoning regulations. Maintain accurate records related to permits, inspections, complaints, enforcement and payments.
- Receive and investigate zoning violation complaints; issue cease and desist orders and corrective action as necessary; follow up to assure violations are corrected; appears in court as necessary, to support enforcement procedures.
- Conducts site inspections to assure zoning compliance is maintained.
- Make field visits to potential development and construction sites and evaluate compliance with zoning regulations; determine if enforcement action is warranted
- Conduct zoning inspections prior to issuance of Building Department Certificate of Occupancy, ensure zoning regulations have been followed.
- Consult with the Consulting Planner, Inland Wetlands Agent, Building Official on various zoning matters, appeals & technical assistance.
- Provide input to ZBA, as requested, in accordance with Connecticut General Statutes. Attend ZBA hearings if requested
- Assist with revisions to various zoning ordinances and fine schedules as requested.
- Coordinates with Town Attorney, Commission and First Selectperson, Assessor, Tax Collector, and Town Clerk regarding land records and enforcement actions.
- Perform all essential job functions in a safe manner and reports all accidents immediately to supervisor; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable.

- Prepare, administer, and monitor operating budget for division; present budget to the Finance Director, First Selectperson, and BOS.
- Submit oral and written reports to the First Selectperson, boards, commissions, and state and federal agencies.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a high school degree and over 3 years of ZEO or land use planning experience; or any equivalent combination of education, work experience and training. Associate's degree preferred.

**Special Requirements:**

Must have and maintain:

Valid CT Driver's License and CT Association of Zoning Enforcement Officers Certification – CAZEO. Or must receive CAZEO Certification within two years of employment.

**Knowledge/Skills/Abilities**

- Knowledge of the principles and practices of land use management, planning, zoning enforcement;
- Knowledge of local ordinances and regulations and State Statutes relating to zoning and zoning enforcement;
- Knowledge of building permit process and how it relates to the zoning regulations;
- Ability to read and interpret site plans, drawings, blueprints and specifications;
- Ability to perform technical research and analysis in the field of land use and zoning regulations; ability to write technical and legal letters about enforcement;
- Ability to investigate and enforce zoning and local ordinances with firmness and tact and resolve issues;
- Ability to analyze, interpret and explain zoning regulations, ordinances, and reports; ability to train other about Zoning Enforcement;
- Ability to establish and maintain effective working relationships with Town staff, officials, state agencies, board and commission members, contractors, and the public;
- Ability to prepare and present technical and narrative reports in oral and written form;
- Ability to use office computers and specialized computer systems for permit process;
- Supervisory and training skills;
- Aptitude for working with and explaining laws and regulations to people and effectively communicating technical information in an understandable manner; ability to prepare cease and desist orders and present information in court;
- High level of customer service skills. ability to maintain composure under stress of enforcement process.

**Job Environment:**

- Administrative work is performed in a moderately noisy office or an occasionally quiet office with regular interruptions during the day from the public; frequently required to perform inspections outdoors under possible adverse weather conditions,

including extreme hot and cold; frequently drives to new developments or town projects and exposed to hazardous and noisy conditions and uneven surfaces associated with properties and construction sites.

- Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.
- Makes frequent and periodic contact with other municipal departments, state agencies, board and commission members (ZBA, P&Z), Consulting Planner, Town Building Official, attorneys, civil engineers, and the general public. Communication is frequently in person, by telephone, e-mail and letters and certified mail; contacts require a high level of patience and resourcefulness to explain procedures to others and to abate violations.
- Errors in judgment or omissions could result in injury to self, legal ramifications and potential liability.

### **Physical and Mental Requirements:**

#### **Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in uneven surfaces		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Deal with angry property owners		X		

#### **Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing – Field Work		X		
Stooping, kneeling, crouching site inspections		X		
Reaching with hands and arms			X	
Bending, pulling, and/or pushing		X		
Other - Driving		X		

#### **Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

**Vision Requirements:**

Close vision (i.e. clear vision at 20 inches or less)  
 Distance vision (i.e. clear vision at 20 feet or more)  
 Color vision (i.e. ability to identify and distinguish colors)  
 Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)  
 Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**BUILDING OFFICIAL**

Department:	<b>Building and Land Use</b>
Reports to:	<b>First Selectperson</b>
Supervise	<b>Land Use Technician &amp; Secretary and Fair Housing Officer</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>10 Hours</b>
Salary Classification:	<b>Non-Classified</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purposes of the position are to perform code enforcement and inspection work involving the permit process, review of site and construction plans for new buildings, and the examination of buildings in the process of construction, renovation, or repair. Ensure conformance with applicable electrical, mechanical, and plumbing Building Codes and standards. Work to prevent potentially dangerous conditions resulting from noncompliance with Building Codes from putting the public at risk. The Building Official is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Enforce the CT Building Code for the purpose of regulating the design, construction, and use of buildings.
- Perform inspection, investigative, enforcement and administrative duties to assure that residential, commercial, and other properties comply with the State Building Codes (in accordance with rules and regulations adopted by the Department of Administrative Services) and other related codes; enforce other related ordinances and State Statutes for the Town. Require compliance of Building Code for construction, alteration, repair, removal, demolition and integral equipment and location, use, accessibility, occupancy and maintenance of building and structures, except as may be otherwise provided.
- Receive proposed building and related constructions plans. Participate in preliminary review and consultations with other departments concerning major building projects. Perform plan review for compliance with building, plumbing, mechanical, and electrical codes and standards. Coordinate efforts with the Fire Marshal and Health authority, Planner, ZEO Enforcer and Wetlands Agent.
- Enforce code and regulation requirements and may adopt policies and procedures in order to clarify the application of code provisions; confer with, builders, architects, engineers, surveyors, trades people, realtors, appraisers, and the public.
- Supervise and perform the building permit process and calculate and issue Building Permits with online system.
- Inspect construction or alterations in progress to ensure compliance with codes and regulations and issue orders for corrective action as warranted; may issue a stop work order.

- Coordinate with testing agencies on projects requiring Special Inspections for concrete, steel, welding, etc.
- Coordinate with other Town Departments to ensure all required approvals are obtained prior to issuing a Certificate of Occupancy.
- Make field inspections of fire damaged and potentially hazardous buildings and structures, including abandoned buildings; issue orders of unsafe conditions, and take appropriate follow-up action; assist the Fire Marshal in an investigation when requested. May order a building demolition.
- Determine need for regulatory or legal action in cases of violation of building codes and ordinances. May confer with the State Building Inspector regarding building code modifications and unique code issues.
- Submits oral and written reports to Town officials and State agencies.
- Develop department policies and procedures and work with First Selectperson to deal with unusual situations.
- Prepare, administer, and monitor operating budget for department; present budget to the Treasurer, Finance Director, First Selectperson, and BOS.
- Ensure that all work is conducted in a safe manner and all work safety practices are followed and accidents are reported immediately to the supervisor.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a high school degree and advanced training (equivalent to AS degree) in a field related to building construction and/or design from an accredited program and have over five (5) years of experience in supervising the construction or design of buildings or any equivalent combination of education, training, and experience to meet state licensing requirements. Required to take a minimum of ninety (90) hours of continuing education classes every three (3) years through the State of Connecticut OEDM (Office of Education and Data Management) or other education outlets approved by the State of Connecticut Office of the Building Official.

**Special Requirements:**

Must have and maintain: Valid CT Driver's License and CT Building Official License.

**Knowledge/Skills/Abilities**

- Thorough knowledge of the State Building Codes and regulations, and the principles of regulations and enforcement;
- Thorough knowledge of principal trade practices, methods and materials used in building design, construction, alteration, or repair;
- Knowledge of stages of construction, violations and defects that may be observed most advantageously and corrected;
- Knowledge of electricity, heat source types, fuel storage and piping, hazardous materials, sanitary & septic systems and fire protection systems;
- Ability to read and understand complex plans, specifications, and blueprints;

- Considerable ability to enforce regulations with firmness and tact;
- Ability to communicate effectively orally and in writing to both technical and lay audience;
- Ability to establish and maintain effective working relationships with individuals and groups, professionals, co-workers, the public and contractors;
- Ability to organize an efficient office and procedure;
- Ability to prepare and present technical and narrative reports in oral and written form; ability to perform recordkeeping and to retain key documents including but not limited to inspection performed, actions taken, permits, corrections, and recommendations, etc.;
- Ability to multi-task and set priorities;
- Able to think quickly, assess a situation and make a sound decision;
- Proficiency in computer applications required to perform the duties of the job;
- Ability to use measuring and testing devices of the building trades and safety equipment;
- Ability to take initiative to complete the duties of this position with significant autonomy.

**Job Environment:**

- Work is performed in office and in all phases of building construction and site conditions; periodically works in unprotected areas, at significant depths below and heights above grade and is exposed to heavy equipment and other construction site noises; usually noise levels are moderate to loud; when working out of doors tasks are performed in most weather conditions; office work entails meeting with customers to process permits, questions, etc.
- Requires the operation of a motor vehicle, cellular and other telephones, measuring devices, electrical and voltage testers, personal computers, copiers, facsimile machines, and other standard office equipment.
- Makes frequent contact with contractors, property owners, architects, engineers, lawyers, realtors, Fire Personnel, Law Enforcement, State Building Inspector, Town Attorney, Public Works, Health Authority, ZEO Enforcer, Wetlands Agent and other Town Officials. Communication is frequently in person, by telephone, email, and in writing. Contacts require a high level of persuasiveness and resourcefulness to influence the behavior of others.
- Errors in judgment or omissions could result in delay in service, damage to buildings and equipment, injury to self and others, rework and legal ramifications and potential liability.

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles		X		
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock		X		
Vibration		X		

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting		X		
Talking and hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing		X		
Stooping, kneeling, crouching, and/or crawling			X	
Reaching with hands and arms		X		
Smelling		X		
Bending, pulling, and/or pushing		X		
Other - Driving			X	

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)		X		
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

**Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**LAND USE TECHNICIAN & SECRETARY**

Department:	<b>Development &amp; Enforcement</b>
Reports to:	<b>Building Official, Planner, ZEO &amp; Commission Chairs</b>
Supervise	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours:	<b>35</b>
Salary Classification:	<b>Grade 6</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purposes of this position are to support the Building Official, Planner, Zoning Enforcement Officer (ZEO), Inland Wetlands Agent and the Planning & Zoning Commission (PL&Z), Inland Wetlands and Watercourses Commission and the Zoning Board of Appeals (ZBA). The position handles technical tasks to ensure that the regulations for these officers and commissions/board are followed in accordance with local ordinance and State statutes. In addition, this position prepares packets for the Commissions and Board, attends meetings, records meetings and prepares the minutes. The Land Use Technician & Secretary is required to exercise judgment in implementing tasks related to the Officers and Commissions/Boards and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Answer inquiries from architects, developers, attorneys, and real estate personnel, building contractors and the general public regarding land use, building permits, zoning codes and planning and inland wetlands ordinances. Refer issues to Planner, Inland Wetlands Agent, ZEO and Building official as needed.
- Receives site plans and applications for the land use processes with PL&Z and Inland Wetlands; sends the plans for review by the Planner, ZEO, Health Director, Fire Marshal, Inland Wetlands Agent, and Building Official. Maintain accurate land use and building records.
- Receives applications and permits for Building Official, Inland Wetlands Agent, Planner, ZBA via Permit Online System or in person. Ensures the application or permit is completed properly and fee is calculated accurately. Ensure funds are accurately recorded and sent to Finance and Treasurer. Ensures all appropriate parties as listed above receive a copy of applications and permits
- Receive and may assist with zoning violation complaints; assist with preparing and mailing cease and desist orders and corrective action as necessary; assist with follow up to assure violations are corrected; assists with preparation of documents for court appearances as necessary, to support enforcement procedures.
- May assist with site inspections to assure zoning compliance is maintained, prepare reports and required under supervision of ZEO.
- May assist with zoning inspections prior to issuance of Building Department Certificate of Occupancy, ensure zoning regulations have been followed.
- Receive wetland complaints and refer to Inland Wetlands Agent.

- Prepare agendas and packets for ZBA, Inland Wetlands and Watercourses Commission and PL&Z Commission. Consult with Commission Chairs and Board Chair and Planner, Inland Wetlands Agent and Planner for approvals and changes. Email packets to the Board, Commissions and staff as needed. Schedule and post all land use meetings. Post all legal notices for meetings, set up recording and zoom of all land use meetings, prepare documents for review during meetings, take minutes for all land use meetings, post all minutes and send to Town Clerks office for recording.
- Receive requests for Building Official Inspections, schedule all inspections for the Building Official and inform both the parties of dates and estimated time of inspections.
- Gather communications from all Town and Schools to create and write a Town Newsletter for approval by First Selectperson and to post on Town Facebook Page.
- Serve as Fair Housing Officer – receive any complaints related to ADA and Discrimination and refer to the Town Attorney.
- Serve as witness to Tax Collector when counting funds received.
- Receives all requests for use of Town Hall Meeting Rooms and creates schedule with preference for Boards, Commission and Town Hall Staff then allow use by public if available.
- Perform all essential job functions in a safe manner and reports all accidents immediately to supervisor; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable.
- Assist with budgets and tracking expenses for land use offices and land use board and commissions.
- Assist with preparation of reports to First Selectperson, State and Federal agencies.

**Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue training and professional development and keep current with trends.
- Assist other department staff as needed to promote a team effort to serve the public. Specifically handling reception duties during Town Clerk absence.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

The qualifications required would generally be acquired with a high school degree and 3-5 years of office /customer service, land use, real estate, construction or municipal experience; or any equivalent combination of education, work experience and training. Associate's degree preferred.

**Special Requirements:**

Must have and maintain: Valid CT Driver's License

CT Association of Zoning Enforcement Officers Certification – CAZEO and Permit Technician Certification should be obtained within 2 years of employment.

**Knowledge/Skills/Abilities**

- Knowledge of the principles and practices of land use management, planning, zoning enforcement;
- Knowledge of local ordinances and regulations and State Statutes relating to planning and zoning;
- Knowledge of building permit process;

- Knowledge of FOI to prepare public notices and agenda's
- Ability to read and interpret site plans, drawings, blueprints and specifications;
- Ability to perform technical research and analysis in the field of planning, and land use; Ability to multi-task and set priorities;
- Ability to investigate zoning and local ordinances with firmness and tact and resolve issues;
- Ability to analyze, interpret and explain zoning regulations, ordinances, and reports;
- Ability to establish and maintain effective working relationships with Town staff, officials, state agencies, board and commission members, contractors, and the public;
- Ability to prepare and present technical and narrative reports in oral and written form;
- Ability to use office computers and specialized computer systems for permit process;
- Aptitude for working with and explaining laws and regulations to people and effectively communicating technical information in an understandable manner; ability to type cease and desist orders and prepare information for court;
- High level of customer service skills. ability to maintain composure under stress of enforcement process.

**Job Environment:**

- Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public; occasionally required to perform inspections outdoors under possible adverse weather conditions, including extreme hot and cold; may drive to new developments or town projects and exposed to hazardous and noisy conditions and uneven surfaces associated with properties and construction sites.
- Requires the operation of an automobile, telephones, computers, copiers, facsimile machines, and other standard office equipment.
- Makes frequent and periodic contact with other municipal departments, state agencies, board and commission members (ZBA, P&Z, IWWC), Planner, Inland Wetlands Agent, Town Building Official, attorneys, civil engineers, real estate agents, developers, construction businesses and the general public. Communication is frequently in person, by telephone, e-mail and letters and certified mail; contacts require a high level of patience and resourcefulness to explain procedures to others and to abate hostilities.
- Errors in judgment or omissions could result in, delays in service, injury to self, legal ramifications, and potential liability.

**Physical and Mental Requirements:**

**Work Environment**

Work Environment	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in uneven surfaces		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing – Field Work		X		
Stooping, kneeling, crouching site inspections		X		
Reaching with hands and arms				X
Bending, pulling, and/or pushing - files			X	
Moving from sitting to standing			X	
Other - Driving		X		

### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

### Vision Requirements:

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**TOWN OF VOLUNTOWN**  
**LIBRARY DIRECTOR**

Department	<b>Library</b>
Reports to:	<b>Board of Trustee's Chairperson &amp; Works very closely with the First Selectperson's office</b>
Supervises:	<b>Library Assistants</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours & Schedule:	<b>Part -time with various schedules up to 20 hours a week</b>
Salary Classification:	<b>Grade 9</b>
Date Approved	<b>May 2024</b>

**Position Summary/Purpose:**

The purpose of this position is to develop, manage, administer, supervise, and direct the programs and operations of the Library in the functional areas of budget, technology, interlibrary loan, collection development, human resources, publicity and communications. This position is responsible for ensuring a welcoming and organized environment for library users, facilitating access to resources and contributing to the overall success of Library operations. The Library Director is required to exercise considerable independent judgment in administering and managing the Library and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

**Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Perform all duties listed for Library Assistants as needed.
- Manage library collection by purchasing and weeding and maintaining books, DVDs, audiobooks and lendable items in accordance with library policies and filling patron interest. Foster positive atmosphere to promote the Library to meet the needs of the community.
- File yearly for e-rating to ensure reduced rates for fiber optic internet. Maintenance and updating of patron and circulation/staff computers through third party vendor as necessary.
- Manages the staff to include staff development and assignments, employee hiring and termination, employee relations, employee performance, approve time off and payroll timecards.
- Oversee Library Technology, library accounts, internet access, library website and social media accounts, library catalogue and other library resources available for use, library email. Oversee library public relations by updating website and social media with upcoming events and programs
- Manage communication with the public through website and social media about programs and local news related to delayed openings and closings or emergencies.
- Manage the interlibrary loan program; request and lend items through state interlibrary loan system for patrons through State Library system.

- Plan and oversee various programs for patrons to include summer reading, special speakers or instructors for children and adults, development of craft items for children and teachers to use or take home, book club, crafting groups for adults, etc.
- Prepare grant applications for funds for new programs, equipment or supplies and implement grants.
- Oversee the Library facility to include purchasing of office supplies, cleaning supplies, contracting with vendors for facility and equipment maintenance.
- Maintain statistics for yearly State of CT, Town and Board of Trustees reports.
- Assist Friends of Voluntown Library group with fundraising.
- Responsible for picking up Library mail which may include collection items ordered.
- Prepare agendas and attachments for the Board of Trustee Meetings.
- Provide excellent customer service by assisting patrons with inquiries, locating materials, and offering guidance on library resources and services.
- Create a positive and inclusive atmosphere, welcoming diverse community members and addressing their needs with empathy and professionalism
- Ensure that employees within his/her scope of supervision perform their job functions in a safe and hazard-free environment; conduct accident and incident investigations within their area of responsibility; examine the root cause of all accidents and determine whether the incident or accident was preventable.
- Develop Library policies and procedures with Board's approval.
- Prepare, administer, and monitor operating budget for the Library; present budget with Board to the Finance Director, First Selectperson, and the BOS.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Qualifications required would generally be acquired with an Associates degree and a Library Technical Assistant (LTA) certificate and over 3 years' experience or 5 years' experience under the supervision of MLS Librarian or master's in education; or any equivalent combination of education, training and work experience.

**Special Requirements:**

Must have and maintain a valid driver's license

**Knowledge/Skills/Abilities:**

- Knowledge of the Dewey Decimal system, alphabetical order and numerical order to be able to shelve library materials;
- Knowledge of computer systems, smart phones, fax machines, copiers, iPads, tablets and how they operate to teach patron and to use with Library systems;
- Knowledge of library circulation operations
- Working knowledge of all library operations, staffing, budgeting, and working with a Board of Trustees;
- Ability to develop policies and procedures and to be able to explain them
- Ability to represent the interest of the Library, Community and the employees
- Ability to multitask and prioritize
- Ability to work independently and as part of a team
- Ability to maintain confidential records, Library statistics and grants information
- Ability to prepare reports in oral and written form
- Ability to assign, train, and supervise programs and staff
- Ability to prepare and administer an operating budget for the Library

- Ability to deal effectively and maintain working and customer-oriented relationships with staff, volunteers, and patrons
- Ability to provide a welcoming and organized environment for library users
- Basic problem-solving skills
- Skill in using standard office equipment, fax, internet, phones and computer systems

**Job Environment:**

- Work performed inside the library or outside to empty book drop container and to drive to post office and to schools.
- Operation of a vehicle and office equipment and library computers and software
- Make frequent contact with employees, staff, vendors, Board and patrons providing excellent customer service
- Errors in judgment or omissions could result in monetary loss or rework, delay in service, minor injury to self and others, damage to equipment.
- Access to library records which must be kept confidential

**Physical and Mental Requirements:**

**Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather to empty Book Drop Container		X		
Standing on stools or step ladders		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of slight electrical shock-copiers/computers		X		
Vibration	X			

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel -typing				X
Climbing or balancing – stairs or Lib stool		X		
Stooping, kneeling, to shelve books			X	
Reaching with hands and arms			X	
Bending, pulling, and/or pushing book carts		X		
Other - Driving		X		

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (private/back office)		X		
Moderate noise (computer, library, light traffic)				X
Loud Noise (heavy traffic outside the Library)		X		
Very Loud (jack hammer work)	X			

**Vision Requirements:**

X Close vision (i.e. clear vision at 20 inches or less)  
 X Distance vision (i.e. clear vision at 20 feet or more)  
 X Color vision (i.e. ability to identify and distinguish colors)  
 X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)  
 X Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

# **TOWN OF VOLUNTOWN**

## **LIBRARY ASSISTANT**

Department	<b>Library</b>
Reports to:	<b>Library Director</b>
Supervises:	<b>NA</b>
Position Status:	<b>Non-Exempt</b>
Weekly Hours & Schedule:	<b>Part -time with various schedules</b>
Salary Classification:	<b>Grade 1</b>
Date Approved	<b>May 2024</b>

### **Position Summary/Purpose:**

The purpose of this position is to play a vital role in supporting the efficient functioning of the Library by assisting patrons and library staff with a variety of tasks. This position is responsible for ensuring a welcoming and organized environment for library users, facilitating access to resources and contributing to the overall success of Library operations. Library Assistants handle check-in and check-out procedures, and assist patrons with the use of copiers, computers, Library technology equipment, digital resources and print materials. The Library Assistant is required to exercise good judgment in administering circulation duties and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their control.

### **Essential Job Functions:**

*(The essential functions or duties listed below 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.)*

- Perform circulation tasks, including checking in and checking out materials. Calling patrons about overdue items, executing reserves. Attending the front desk. Take interlibrary loan requests and give them to the director to fill.
- Manage and update patron accounts and issue library cards.
- Maintain accurate records of library holdings, ensuring the organization and shelving of new materials.
- Assist patrons in using library equipment, such as computers, printers, and other resources.
- Offer basic troubleshooting for common technical issues and refer complex problems to appropriate personnel.
- Ensure the proper organization, condition, and availability of materials, including accurately shelving materials and conducting regular shelf checks.
- Assist patrons with Wi-Fi, printing, faxing, scanning, and library website navigation
- Empty the book drop container from the outside and check in materials as returns.
- Collects money for copies, faxes, printing, and lost materials.
- Perform routine administrative duties, such as answering phones, taking and delivering messages, responding to emails
- Prepare new materials for shelving by covering books, adding Town Library Stamp, library label, and appropriate stickers and labels.
- Stay informed about library policies, procedures, and resources to effectively assist patrons.

- Continuously update knowledge of library trends and technologies to enhance service delivery.
- Assist in the coordination and implementation of library programs, events, and workshops. Collaborate with other library staff to promote and publicize library services and activities.
- Special project assistance: prepare materials for youth activity craft bags, assist in children's area with teachers and parents, summer reading programs, set up for guest speakers and assist with story time programs.
- Provide excellent customer service by assisting patrons with inquiries, locating materials, and offering guidance on library resources and services.
- Create a positive and inclusive atmosphere, welcoming diverse community members and addressing their needs with empathy and professionalism.
- Perform all work in a safe manner, report concern for safety of staff or patrons, report all accidents to supervisor.

**Minimum Required Qualifications:**

**Education, Training and Experience:**

Qualifications required would generally be acquired with a high school diploma/GED. In addition, 1-2 years of experience with a background in a customer service/related field, office job, volunteering in library, etc.; or any equivalent combination of education, training and work experience.

**Special Requirements:** NA

**Knowledge/Skills/Abilities:**

- Knowledge of the Dewey Decimal system, alphabetical order and numerical order to be able to shelve library materials.
- Knowledge of computer systems, smart phones, fax machines, copiers, iPads, tablets and the ability to learn about how they operate and can be used with other library systems.
- Knowledge of library circulation operations
- Ability to learn policies and procedures
- Ability to follow instructions
- Ability to deal effectively and maintain working and customer-oriented relationships with staff, volunteers, and patrons
- Ability to provide a welcoming and organized environment for library users
- Ability to multitask and prioritize
- Ability to work independently and as part of a team
- Ability to maintain confidential library records.
- Excellent customer service skills
- Basic problem-solving skills
- Skill in using standard office equipment, fax, internet, phones and computer systems

**Job Environment:**

- Work performed inside the library or outside to empty book drop container
- Operation of office equipment and library computers and software
- Make frequent contact with employees, staff, and patrons providing excellent customer service
- Errors in judgment or omissions could result in monetary loss or rework, delay in service, minor injury to self and others, damage to equipment.

- Access to library records which must be kept confidential

### **Physical and Mental Requirements:**

#### Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather to empty Book Drop Container		X		
Standing on stools or step ladders		X		
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of slight electrical shock-copiers/computers		X		
Vibration	X			

#### Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel -typing				X
Climbing or balancing – stairs or Lib stool		X		
Stooping, kneeling, to shelve books			X	
Reaching with hands and arms			X	
Bending, pulling, and/or pushing book carts		X		
Other - Driving	X			

#### Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

#### Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (private/back office)		X		
Moderate noise (computer, library, light traffic)				X
Loud Noise (heavy traffic outside the Library)		X		
Very Loud (jack hammer work)	X			

#### **Vision Requirements:**

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this position.)*

**SECTION V.  
CLASSIFICATION & COMPENSATION PLAN**

**TOWN OF VOLUNTOWN, CT**

**OCTOBER 2024**

Voluntown Class & Comp Summary		New Grade	Response Count	Current Voluntown Hourly Highest	2023 Mean Hourly Highest	New Grade Midpoint	New Grade Minimum	25% over Min. New Grade Maximum
Library Asst	1	CLA	\$ 16.16	\$ 15.75	\$ 17.55	\$ 15.69	\$ 19.62	
Asst Town Clerk & Town Hall Aide	4	8	\$ 20.60	\$ 22.78	\$ 22.66	\$ 20.26	\$ 25.34	
Deputy Treasurer	6		\$ 3,708.00					
Land Use Tech	6	7	\$ 22.50	\$ 25.14	\$ 24.84	\$ 22.21	\$ 27.78	
Exec Asst to FS & BOS (Fin Dir)	6	7		\$ 25.14	\$ 24.84	\$ 22.21	\$ 27.78	
FF/EMT	7	6	\$ 23.06	\$ 23.03	\$ 25.84	\$ 22.97	\$ 28.90	
ZEO (contractor)	8	2		\$ 26.96	\$ 26.85	\$ 24.01	\$ 30.03	
Library Director	9	CLA	\$ 24.75	\$ 27.80	\$ 27.84	\$ 24.90	\$ 31.14	
Treasurer	9	2	\$ 15,377.00	\$ 28.23	\$ 27.84	\$ 24.90	\$ 31.14	
Tax Collector	12	5	\$ 35.00	\$ 33.40	\$ 33.20	\$ 29.68	\$ 37.13	
Fire Marshal	12	2	\$ 7,381.00	\$ 31.74	\$ 33.20	\$ 29.68	\$ 37.13	
Town Clerk	13	6	\$ 31.64	\$ 34.33	\$ 34.36	\$ 30.72	\$ 38.43	
Finance Director	14	6	\$ 32.10	\$ 35.51	\$ 35.53	\$ 31.76	\$ 39.73	
First Selectperson	15	7	\$ 32.78	\$ 36.52	\$ 36.81	\$ 32.91	\$ 41.16	
<u>Non Classified (No Grade)*</u>								
Wetlands Agent	5		\$ 41.18	\$ 35.68	\$ 35.68	\$ 31.72	\$ 39.64	
Assessor	5		\$ 40.00	\$ 43.91	\$ 43.90	\$ 39.02	\$ 48.78	
Building Official	5		\$ 47.38	\$ 47.60	\$ 47.60	\$ 42.31	\$ 52.89	
Below Minimum								
Above Maximum								

Notes:

CLA - CT Lib Assoc Salary survey - Average of Lib Tech III & MLS Librarian = \$23.72

MLS Librarian (not a Director) from CLA survey = \$27.80

Fire Marshal average Stipend = \$10,947 for 6 Towns &

2 Towns had hourly for Fire Marshal - shown at mean hourly highest column \$31.74

Fire Dept did a survey for FF - We used 6 towns that were close to population with Voluntown & used PT & Starting FT salaries that were provided by survey

Minimum Wage CT = \$15.69 - Grade 1

Position listed in order of Job Evaluation Process - Low to High using Copyrighted system

## COMPENSATION SCHEDULE/PLAN

Hourly, Weekly and Annual Salary Shown (35/hrs/wk)

		Midpoint				Maximum			
Grade	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>
1	\$15.69	\$16.13	\$16.59	\$17.07	\$17.55	\$18.05	\$18.57	\$19.10	\$19.64
	\$549.04	\$564.69	\$580.78	\$597.33	\$614.36	\$631.86	\$649.87	\$668.39	\$687.44
	\$28,550.00	\$29,363.68	\$30,200.54	\$31,061.26	\$31,946.50	\$32,856.98	\$33,793.40	\$34,756.51	\$35,747.07
2	\$17.04	\$17.52	\$18.02	\$18.53	\$19.06	\$19.61	\$20.16	\$20.74	\$21.33
	\$596.26	\$613.25	\$630.73	\$648.70	\$667.19	\$686.21	\$705.76	\$725.88	\$746.56
	\$31,005.30	\$31,888.95	\$32,797.79	\$33,732.52	\$34,693.90	\$35,682.68	\$36,699.63	\$37,745.57	\$38,821.32
3	\$18.50	\$19.03	\$19.57	\$20.13	\$20.70	\$21.29	\$21.90	\$22.52	\$23.16
	\$647.53	\$665.99	\$684.97	\$704.49	\$724.57	\$745.22	\$766.46	\$788.30	\$810.77
	\$33,671.76	\$34,631.40	\$35,618.40	\$36,633.52	\$37,677.58	\$38,751.39	\$39,855.80	\$40,991.69	\$42,159.95
4	\$20.26	\$20.84	\$21.43	\$22.04	\$22.67	\$23.31	\$23.98	\$24.66	\$25.37
	\$709.05	\$729.26	\$750.04	\$771.42	\$793.40	\$816.01	\$839.27	\$863.19	\$887.79
	\$36,870.57	\$37,921.38	\$39,002.14	\$40,113.70	\$41,256.95	\$42,432.77	\$43,642.10	\$44,885.90	\$46,165.15
5	\$21.17	\$21.77	\$22.39	\$23.03	\$23.69	\$24.36	\$25.06	\$25.77	\$26.51
	\$740.96	\$762.07	\$783.79	\$806.13	\$829.11	\$852.74	\$877.04	\$902.03	\$927.74
	\$38,529.75	\$39,627.85	\$40,757.24	\$41,918.82	\$43,113.51	\$44,342.24	\$45,606.00	\$46,905.77	\$48,242.58
6	\$22.21	\$22.84	\$23.49	\$24.16	\$24.85	\$25.56	\$26.29	\$27.04	\$27.81
	\$777.26	\$799.42	\$822.20	\$845.63	\$869.73	\$894.52	\$920.01	\$946.23	\$973.20
	\$40,417.71	\$41,569.61	\$42,754.34	\$43,972.84	\$45,226.07	\$46,515.01	\$47,840.69	\$49,204.15	\$50,606.47
7	\$23.11	\$23.77	\$24.44	\$25.14	\$25.86	\$26.59	\$27.35	\$28.13	\$28.93
	\$808.74	\$831.79	\$855.50	\$879.88	\$904.96	\$930.75	\$957.27	\$984.56	\$1,012.62
	\$42,054.62	\$43,253.18	\$44,485.90	\$45,753.74	\$47,057.73	\$48,398.87	\$49,778.24	\$51,196.92	\$52,656.03
8	\$24.01	\$24.69	\$25.40	\$26.12	\$26.86	\$27.63	\$28.42	\$29.23	\$30.06
	\$840.28	\$864.23	\$888.86	\$914.19	\$940.25	\$967.05	\$994.61	\$1,022.95	\$1,052.11
	\$43,694.75	\$44,940.05	\$46,220.85	\$47,538.14	\$48,892.98	\$50,286.43	\$51,719.59	\$53,193.60	\$54,709.62

## COMPENSATION SCHEDULE/PLAN

Hourly, Weekly and Annual Salary Shown (35/hrs/wk)

Grade	Minimum		Midpoint		Step 7		Step 8		Maximum	
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	
<b>9</b>	\$24.90	\$25.61	\$26.34	\$27.09	\$27.86	\$28.65	\$29.47	\$30.31	\$31.17	
	\$871.37	\$896.21	\$921.75	\$948.02	\$975.04	\$1,002.83	\$1,031.41	\$1,060.80	\$1,091.04	
	\$45,311.46	\$46,602.84	\$47,931.02	\$49,297.05	\$50,702.02	\$52,147.02	\$53,633.21	\$55,161.76	\$56,733.87	
<b>10</b>	\$26.39	\$27.14	\$27.92	\$28.71	\$29.53	\$30.37	\$31.24	\$32.13	\$33.04	
	\$923.66	\$949.98	\$977.06	\$1,004.90	\$1,033.54	\$1,063.00	\$1,093.29	\$1,124.45	\$1,156.50	
	\$48,030.15	\$49,399.01	\$50,806.88	\$52,254.87	\$53,744.14	\$55,275.85	\$56,851.21	\$58,471.47	\$60,137.90	
<b>11</b>	\$27.97	\$28.77	\$29.59	\$30.43	\$31.30	\$32.19	\$33.11	\$34.05	\$35.03	
	\$979.08	\$1,006.98	\$1,035.68	\$1,065.20	\$1,095.55	\$1,126.78	\$1,158.89	\$1,191.92	\$1,225.89	
	\$50,911.96	\$52,362.95	\$53,855.29	\$55,390.17	\$56,968.79	\$58,592.40	\$60,262.28	\$61,979.75	\$63,746.18	
<b>12</b>	\$29.68	\$30.53	\$31.40	\$32.29	\$33.21	\$34.16	\$35.13	\$36.13	\$37.16	
	\$1,038.80	\$1,068.41	\$1,098.86	\$1,130.17	\$1,162.38	\$1,195.51	\$1,229.58	\$1,264.63	\$1,300.67	
	\$54,017.58	\$55,557.09	\$57,140.46	\$58,768.97	\$60,443.88	\$62,166.53	\$63,938.28	\$65,760.52	\$67,634.69	
<b>13</b>	\$30.72	\$31.59	\$32.49	\$33.42	\$34.37	\$35.35	\$36.36	\$37.40	\$38.46	
	\$1,075.16	\$1,105.80	\$1,137.31	\$1,169.73	\$1,203.07	\$1,237.35	\$1,272.62	\$1,308.89	\$1,346.19	
	\$55,908.20	\$57,501.58	\$59,140.38	\$60,825.88	\$62,559.42	\$64,342.36	\$66,176.12	\$68,062.14	\$70,001.91	
<b>14</b>	\$31.76	\$32.67	\$33.60	\$34.56	\$35.54	\$36.55	\$37.60	\$38.67	\$39.77	
	\$1,111.71	\$1,143.40	\$1,175.98	\$1,209.50	\$1,243.97	\$1,279.42	\$1,315.89	\$1,353.39	\$1,391.96	
	\$57,809.08	\$59,456.64	\$61,151.15	\$62,893.96	\$64,686.44	\$66,530.00	\$68,426.11	\$70,376.25	\$72,381.97	
<b>15</b>	\$32.91	\$33.84	\$34.81	\$35.80	\$36.82	\$37.87	\$38.95	\$40.06	\$41.20	
	\$1,151.73	\$1,184.56	\$1,218.32	\$1,253.04	\$1,288.75	\$1,325.48	\$1,363.26	\$1,402.11	\$1,442.07	
	\$59,890.21	\$61,597.08	\$63,352.59	\$65,158.14	\$67,015.15	\$68,925.08	\$70,889.45	\$72,909.80	\$74,987.72	
	\$68,445.95	\$70,396.66	\$72,402.96	\$74,466.45	\$76,588.74	\$78,771.52	\$81,016.51	\$83,325.48	\$85,700.26	

## **SECTION VI. COMPARATIVE DATA FROM SALARY SURVEY**

**TOWN OF VOLUNTOWN, CT**

**TOWN OF STERLING SALARY SURVEY 2023**

## Town of Sterling Original Data

## Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
3	Asst Town Clk/Asst Tax Collector	Sterling		\$32,829	\$41,048	\$20,800.00			20.0	52.0
3	Asst Town Clk/Asst Tax Collector	Preston				\$32,964.88			29.0	52.0
3	Asst Town Clk II Cert	Brooklyn		\$41,168	\$49,395	\$43,370.60			35.0	52.0
3	Asst Town Clk/Asst Tax Collector	Scotland							40.0	52.0
3	Town Clerk I - Cert Asst	Chaplin	TC II is \$21.92/hr Fills in for TC each works 4 hours - same pay			\$6,728.80			5.0	52.0
3	Separate Asst Town Clk & Asst Tax	Bozrah	<b>no cert - but goes for training - No Asst Tax</b>			\$3,780.00			4.0	52.0
3	Asst Town Clk/Town Hall Aide	Voluntown	Col			<b>\$11,960.00</b>			10.0	52.0
3	Asst Town Clk or Pool Secretary	Sprague	Also helps with Tax Office, Pool Sec is for Land use	\$24,819	\$24,331.00				23.5	52.0
3	Asst Town Clk	Ashford			\$52,270.00				35.0	52.0
3	Asst Town Clk/Asst Tax Collector	Liston							40.0	52.0
3	Asst Town Clk/Asst Treasurer	Pomfret	no tax collection , AP & AR entered into system			\$38,000.00			35.0	52.0
3	Asst Town Clk/Asst Tax Collector	CCM							28.0	52.0
3	Asst Town Clk/Asst Tax Collector	Mean		\$36,999	\$38,421	\$26,675.66	#DIV/0!	8	25.9	52.0
3	Asst Town Clk/Asst Tax Collector	Median		\$36,999	\$41,048	\$28,647.94	#NUM!		29.0	52.0

Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
4	Treasurer/Finance Dir	Sterling		\$56,620	\$70,780	\$50,466.37			35.0	52.0
4	Accountant/Treasurer	Preston		\$85,093	\$102,107	\$68,905.20			35.0	52.0
4	Finance Dir/Treasurer	Brooklyn				\$87,318.40			40.0	52.0
4	Treasurer	Scotland	(Treasurer Stipend \$9546.23) Elected						40.0	52.0
4	Finance Manager	Chaplin				\$53,757.60			30.0	52.0
4	Treasurer	Bozrah				\$8,409.00			6.0	52.0
Treasurer-\$14,929 -10 hrs/wk does deposits & invest; Fin Dir does HR & IT & BOS										
4	Finance Dir/Exec Asst to BOS	Voluntown				\$56,716.00			35.0	52.0
4	Bookkeeper	Sprague				\$29,940	\$29,353.00		20.5	52.0
4	Treasurer	Ashford				\$27,809.00			18.0	52.0
4	Treasurer	Lisbon							40.0	52.0
4	Treasurer/Town Clerk	Pomfret	Treasurer stipend \$2400			\$68,913.00				
4	Treasurer	CCM				\$67,609	\$50,147.65	#DIV/0!		
4	Treasurer	Mean				\$70,857		8	28.0	52.0
4	Treasurer	Median				\$70,857	\$70,780	#NUM!	29.8	52.0
5	Town Clerk	Sterling				\$50,466.37			35.0	52.0
5	Town Clerk/Tax Collector	Preston		\$54,070	\$67,595	\$60,840.00			30.0	52.0
5	Town Clerk	Brooklyn		\$57,194	\$68,978	\$69,050.80			35.0	52.0
5	Town Clerk	Scotland							40.0	52.0
5	Town Clerk	Chaplin	Elected			\$40,512.33			24.0	52.0
5	Town Clerk	Bozrah	Elected			\$29,168.00			26.0	52.0
5	Town Clerk	Voluntown	not elected - cert req does not order office supplies for town			\$55,774.00			35.0	52.0
5	Town Clerk	Sprague				\$52,600	\$51,569.00		35.0	52.0
5	Town Clerk	Ashford					\$70,524.00		35.0	52.0
5	Town Clerk	Lisbon							40.0	52.0
5	Town Clerk/Treasurer	Town Clerk portion = \$45046								
5	Town Clerk	Pomfret				\$68,913.00			35.0	52.0
5	Town Clerk	CCM							28.0	52.0
5	Town Clerk	Mean							33.0	52.0
5	Town Clerk	Median							35.0	52.0

Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
6	Assessor	Sterling				\$50,466.37			35.0	52.0
6	Contracted Assessor	Preston	\$38.22-\$47.78 Range						35.0	52.0
6	Assessor	Brooklyn		\$70,234	\$84,284	\$72,053.80			35.0	52.0
6	Assessor	Scotland							40.0	52.0
6	Assessor	Chaplin	Stipend - Hour Vary			\$29,733			20.0	52.0
6	Assessor	Bozrah				\$32,168.00			26.0	52.0
<b>6 Assessor</b>		<b>Voluntown</b>	<b>Pt 10-15 hrs</b>			<b>\$26,295.00</b>		<b>12.5</b>	<b>52.0</b>	
6	Assessor	Sprague	Does not prepare tax bills			\$23,291	\$22,834.00		8.5	52.0
6	Assessor	Ashford					\$70,524.00		35.0	52.0
6	Assessor	Lisbon							40.0	52.0
6	Assessor	Pomfret					\$25,532.00		10.0	52.0
6	Assessor	CCM							28.0	52.0
6	Assessor	<i>Mean</i>		\$70,234	\$53,788	\$41,567.80		<b>6</b>	<b>26.4</b>	<b>52.0</b>
6	Assessor	<i>Median</i>		\$70,234	\$53,788	\$29,231.50	\$29,733		28.0	52.0
7	Revenue/Tax Collector	Sterling				\$30,089.28			24.0	52.0
7	Tax Collector/Town Clerk	Preston				\$60,840.00			30.0	52.0
7	Revenue Collector	Brooklyn				\$69,050.80			35.0	52.0
7	Revenue/Tax Collector	Scotland							40.0	52.0
7	Tax Collector	Chaplin	Contract with Windham						35.0	52.0
7	Tax Collector	Bozrah	Elected						26.0	52.0
<b>7 Tax Collector</b>		<b>Voluntown</b>	<b>Cert or work toward cert - not elected</b>			<b>\$32,854.00</b>			<b>17.0</b>	<b>52.0</b>
7	Tax Collector	Sprague	does tax bills - no water & sewer			\$28,158	\$27,606.00		11.5	52.0
7	Tax Collector	Ashford					\$70,524.00		35.0	52.0
7	Revenue/Tax Collector	Lisbon							40.0	52.0
7	Tax Collector	Pomfret							35.0	52.0
7	Revenue/Tax Collector	CCM							28.0	52.0
7	Revenue/Tax Collector	<i>Mean</i>							30.2	52.0
7	Revenue/Tax Collector	<i>Median</i>							35.0	52.0

## Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
8	Recreation Director	Sterling				\$40,000.00			30.0	52.0
8	P&R Dir YOUTH Services	Preston		\$60,024	\$75,079	\$68,250.00			35.0	52.0
8	Recreation Director	Brooklyn		\$62,845	\$75,421	\$64,500.80			35.0	52.0
8	Recreation Director	Scotland							40.0	52.0
8	NA	Chaplin							35.0	52.0
8	NA	Borrah							20.0	52.0
8	NA	Voluntown							35.0	52.0
8	None at this time	Sprague							35.0	52.0
8	Recreation Director	Ashford		\$56,249.00					30.0	52.0
8	Recreation Director	Lisbon							40.0	52.0
8	Recreation Director	Pomfret	no summer camp		\$47,150.00				30.0	52.0
8	Recreation Director	CCM							28.0	52.0
8	Recreation Director	Mean		\$61,434	\$75,250	\$59,037.45	#DIV/0!	4	33.0	52.0
8	Recreation Director	Median		\$61,434	\$75,250	\$60,374.90	#NUM!		35.0	52.0
9	Building Official	Sterling				\$15,099.10			10.0	52.0
9	Building Official	Preston	Contract SCCOG	\$33,786	\$42,238				17.0	52.0
9	Building Official	Brooklyn		\$32,174	\$62,611	\$62,624.64			26.0	52.0
9	Building Official	Scotland							40.0	52.0
9	Building Official	Chaplin	Contract with Windham						10.0	52.0
9	Building Official	Borrah	Contract SCCOG			\$17,500.00			7.0	52.0
9	Building Official	Voluntown	15-20 hrs		\$41,840.00				17.5	52.0
9	Building Official	Sprague			\$20,665.00				8.0	52.0
9	Building Official	Ashford	Contracted out						30.0	52.0
9	Building Official	Lisbon							40.0	52.0
9	Building Official		paid for 2 hr in office plus inspections hours which vary guess 7							
9	Building Official	Pomfret		\$17,441.00	\$17,441				7.0	52.0
9	Building Official	CCM							28.0	52.0
9	Building Official	Mean							21.0	52.0
9	Building Official	Median							17.5	52.0

## Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
10	Fire Marshal	Sterling				\$10,000.00			13.5	\$2.0
10	Fire Captain/Deputy Fire Marshal	Preston		\$55,453	\$69,326	\$57,220.80			40.0	\$2.0
10	Fire Marshal	Brooklyn		\$42,710	\$51,241	\$48,631.44			26.0	\$2.0
10	Fire Marshal	Scotland							40.0	\$2.0
10	Fire Marshal	Chaplin	Stipend \$9243.50 Hours Vary				\$9,244		10.0	\$2.0
10	Fire Marshal	Borzrah	Stipend				\$11,063		4.0	\$2.0
10	<b>Fire Marshal</b>	<b>Voluntown</b>	<b>Stipend \$6871 as needed</b>				<b>\$6,871</b>	<b>35.0</b>	<b>\$2.0</b>	
10	Fire Marshal	Sprague	Stipend \$8000				\$8,000		10.0	\$2.0
10	Fire Marshal	Ashford	\$540 biweekly -stipend				\$14,040			\$2.0
10	Fire Marshal	Lisbon							40.0	\$2.0
10	Fire Marshal	Pomfret	Paid as salary/stipend - officer hours by app't plus inspections				\$15,925			\$2.0
10	Fire Marshal	CCM							28.0	\$2.0
10	Fire Marshal	Mean		\$49,081	\$60,284	\$52,926.12	\$10,857	2	25.9	\$2.0
10	Fire Marshal	Median		\$49,081	\$60,284	\$52,926.12	\$10,153		28.0	\$2.0
11	Wetlands Agent	Sterling				\$59,410.00			25.0	\$2.0
11	Wetland Agent	Preston	Contract 260hr/year	\$6,469	\$8,086	\$8,749.00			5.0	\$2.0
11	Wetland Agent/CEO/Blight Officer	Brooklyn		\$49,280	\$59,124	\$54,709.20			30.0	\$2.0
11	Wetland Agent	Scotland							40.0	\$2.0
11	IWWC Enforcement Officer	Chaplin	Stipend \$15854.50 Hours Vary				\$15,855		10.0	\$2.0
11	Wetland Agent	Borzrah	Contract SCCCOG				\$12,500.00		4.5	\$2.0
11	<b>Inland/Wetlands Officer</b>	<b>Voluntown</b>	<b>\$12,473.76</b>						<b>6.0</b>	<b>\$2.0</b>
11	Wetland Agent	Sprague	Stipend \$2220 paid monthly when billed contracted out				\$2,220		5.0	\$2.0
11	Wetland Agent	Ashford							30.0	\$2.0
11	Wetland Agent	Lisbon							40.0	\$2.0
11	Wetland Agent	Pomfret							30.0	\$2.0
11	Part of Asst. Planner & ZEO/Wetlands	CCM								
11	Wetland Agent	Mean		\$27,875	\$33,605	\$22,107.99	\$9,037	4	28.0	\$2.0
11	Wetland Agent	Median		\$27,875	\$33,605	\$12,486.88	\$9,037		28.0	\$2.0

## Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
12	ZE0-Zoning Enforcement Officer	Sterling				\$26,000.00			20.0	52.0
12	ZE0-Zoning Enforcement Officer	Preston	Contracted	\$43,680	\$54,600				35.0	52.0
12	NA - See Wetlands Agent	Brooklyn							35.0	52.0
12	ZE0-Zoning Enforcement Officer	Scotland							40.0	52.0
12	Zoning Official	Chaplin	Land Use Asst			\$58,609.20			30.0	52.0
12	ZE0-Zoning Enforcement Officer	Bozrah	Contract SCCOG			\$15,000.00			7.0	52.0
12	Town Planner/ZEO	Voluntown	Contract \$2000/mo & \$2000/mo for Grants						35.0	52.0
12	ZE0-Zoning Enforcement Officer	Sprague	Works with PL&Z Board	\$11,441	\$11,216.33				8.0	52.0
12	ZE0-Zoning Enforcement Officer	Ashford	Contracted out						30.0	52.0
12	ZE0-Zoning Enforcement Officer	Lisbon							40.0	52.0
12	ZE0/ Wetlands Asst Planner	Pomfret	\$34 hourly- submit hours monthly							52.0
12	ZE0-Zoning Enforcement Officer	CCM		\$43,680	\$33,020	\$28,275.18	#DIV/0!	3	28.0	52.0
12	ZE0-Zoning Enforcement Officer	Mean		\$43,680	\$33,020	\$15,000.00	#NUM!		28.8	52.0
12	ZE0-Zoning Enforcement Officer	Median							32.5	52.0
13	Economic Development Coord	Sterling				\$22,131.20			20.0	52.0
13	NA	Preston							35.0	52.0
13	NA	Brooklyn							35.0	52.0
13	Economic Development Coord	Scotland							40.0	52.0
13	NA	Chaplin							35.0	52.0
13	NA	Bozrah							20.0	52.0
13	NA	Voluntown							35.0	52.0
13	NA	Sprague							40.0	52.0
13	NA	Ashford							30.0	52.0
13	Economic Development Coord	Lisbon							40.0	52.0
			Asst Pl, ZBA, Wetlands also does meetings and minutes \$21.28/hr 9 hr plus meetings							
13	Land Use Clerk	Pomfret				\$9,959.04			9.0	52.0
13	Economic Development Coord	CCM							28.0	52.0
13	Economic Development Coord	Mean	#DIV/0!			\$9,959.04	#DIV/0!	1	31.5	52.0
13	Economic Development Coord	Median	#NUM!			\$9,959.04	#NUM!		35.0	52.0

## Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
14	Highway - Road Foreman	Sterling				\$55,307.20			40.0	52.0
14	PW Crew Leader	Preston	CDL req- Rpt to PW Mgr	\$51,750	\$64,688	\$58,531.20			40.0	52.0
14	Highway Supt	Brooklyn	CDL req	\$71,822	\$86,195	\$86,257.60			40.0	52.0
14	Highway - Road Foreman	Scotland							40.0	52.0
14	DPW Supervisor	Chaplin				\$72,134.40			40.0	52.0
14	DPW Foreman	Borzah				\$61,000.00			40.0	52.0
14	<b>Part of First Selectman duties</b>		<b>Voluntown</b>						<b>35.0</b>	<b>52.0</b>
14	Foreman	Sprague		\$56,722	\$66,726	\$65,083.20			40.0	52.0
14	Road Foreman	Ashford	CDL req - oversee Transfer station			\$72,093.00			40.0	52.0
14	Highway - Road Foreman	Lisbon							40.0	52.0
14	Road Foreman	Pomfret				\$61,315.80			35.0	52.0
14	Highway - Road Foreman	CCM							28.0	52.0
14	Highway - Road Foreman	Mean		\$60,098	\$72,537	\$68,059.31	#DIV/0!	7	38.0	52.0
14	Highway - Road Foreman	Median		\$56,722	\$66,726	\$65,083.20	#NUM!		40.0	52.0
15	Highway - Mechanic	Sterling				\$39,836.16			24.0	52.0
15	PW Mechanic & Transfer Station Supv	Preston	CDL req	\$49,920	\$62,400	vacant			40.0	52.0
15	PW Crew Leader	Brooklyn	CDL req	\$55,765	\$66,934	\$61,921.60			40.0	52.0
15	Highway - Mechanic	Scotland							40.0	52.0
15	N/A	Chaplin							35.0	52.0
15	DPW Maint. & Mechanic	Borzah				\$51,000.00			40.0	52.0
15	N/A	Voluntown							35.0	52.0
15	Asst Foreman-Mechanic	Sprague	No school busses & no Computer diagnostics	\$52,874	\$62,213	\$62,212.80			40.0	52.0
15	DPW Maint. & Mechanic	Ashford	CDL req			\$63,024.00			40.0	52.0
15	Highway - Mechanic	Lisbon	basic repairs on town equip plus driver laborer-has CDL						40.0	52.0
15	Mechanic/Driver	Pomfret				\$50,395.80			35.0	52.0
15	Highway - Mechanic	CCM							28.0	52.0
15	Highway - Mechanic	Mean		\$52,853	\$63,849	\$57,710.84	#DIV/0!	5	37.5	52.0
15	Highway - Mechanic	Median		\$52,874	\$62,400	\$61,921.60	#NUM!		40.0	52.0

## Town of Sterling Original Data

#	Title	Town	Town Note	Salary Minimum	Salary Maximum	Highest Current Salary	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
16	Highway - Maintainer	Sterling	Pt Maint with more years = 23.25/hr	\$48,069	\$60,091	\$43,680.00			40.0	52.0
16	PW Maintainer	Preston	CDL req	\$50,107	\$60,112	\$52,062.40			40.0	52.0
16	PW Maintainer	Brooklyn	CDL req			\$56,492.80			40.0	52.0
16	Highway- Laborer	Scotland							40.0	52.0
16	DPW Operator/ Truck Driver/Laborer	Chaplin	Truck Driver PT \$19.51- \$23.68			\$52,811.20			40.0	52.0
16	DPW Maintainer	Bozrah	May have CDL			\$58,000.00			40.0	52.0
16	<b>Road Worker II</b>	<b>Voluntown</b>	<b>Union</b>			<b>\$65,894.40</b>			<b>40.0</b>	<b>52.0</b>
16	Highway- Driver/Laborer	Sprague	do own plowing	\$354,371	\$57,221	\$55,827.20			40.0	52.0
16	DPW Maintainer I	Ashford	CDL req - Maint II \$63336			\$59,780.00			40.0	52.0
16	Highway- Laborer	Lisbon	Maint III \$66124						40.0	52.0
16	Driver/Laborer	Pomfret	has CDL, do own snow plowing			\$46,391.80			35.0	52.0
16	Highway- Laborer	CCM							28.0	52.0
16	<i>Highway- Laborer</i>	<i>Mean</i>		\$50,849	\$59,141	\$55,907.48	#DIV/0!	8	38.5	52.0
16	<i>Highway- Laborer</i>	<i>Median</i>		\$50,107	\$60,091	\$56,160.00	#NUM!		40.0	52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Hours Per Week	Pay Weeks Per Year
First Selectmen	Sterling		\$ 56.90	\$ 71.12	\$ 46.04			35.0	35.0	52.0
First Selectmen	Preston		\$ 40.91	\$ 49.09	\$ 45.41			40.0	40.0	52.0
First Selectmen	Brooklyn							35.0	35.0	52.0
First Selectmen	Scotland							40.0	40.0	52.0
First Selectmen	Chaplin							30.0	30.0	52.0
First Selectmen	Bozrah	2yr elected not 4 yrs						40.0	40.0	52.0
<b>First Selectmen</b>		<b>Voluntown</b>						<b>31.69</b>	<b>31.83</b>	<b>35.0</b>
First Selectmen	Sprague		\$ 23.33	\$ 23.33	\$ 37.42			35.0	35.0	52.0
First Selectmen	Ashford							40.0	40.0	52.0
First Selectmen	Lisbon							35.0	35.0	52.0
First Selectmen	Pomfret							35.0	35.0	52.0
First Selectmen	CCM							31.5	31.5	52.0
<i>First Selectmen</i>		<i>Mean</i>	\$ 48.91	\$ 47.85	\$ 36.52	#DIV/0!	7	36.0	36.0	52.0
<i>First Selectmen</i>		<i>Median</i>	\$ 48.91	\$ 49.09	\$ 32.09	#NUM!		35.0	35.0	52.0
Administrative Assistant	Sterling		\$ 24.00	\$ 30.00	\$ 27.73			35.0	35.0	52.0
Executive Asst to FS	Preston		\$ 22.62	\$ 27.14	\$ 24.54			35.0	35.0	52.0
Selectperson's Admin Asst	Brooklyn							40.0	40.0	52.0
Administrative Assistant	Scotland							30.0	30.0	52.0
Administrative Assistant	Chaplin							37.0	37.0	52.0
Assistant to FS	Bozrah									
FT for Land use boards, notice schedule for Bd Off, manage Website & Newsletter										
<b>Building &amp; Land Use Secretary</b>		<b>Voluntown</b>						<b>22.15</b>	<b>35.0</b>	<b>52.0</b>
Exec Asst										
Administrative Assistant to FS										
Administrative Assistant										
Administrative Assistant										
Exec Sec to FS	Pomfret									
Administrative Assistant	CCM									
<i>Administrative Assistant</i>	<i>Mean</i>		\$ 23.31	\$ 25.98	\$ 25.14	#DIV/0!	7	35.0	35.0	52.0
<i>Administrative Assistant</i>	<i>Median</i>		\$ 23.31	\$ 27.14	\$ 24.54	#NUM!		35.0	35.0	52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Pay Weeks Per Year
Asst Town Clk/Asst Tax Collector	Sterling		\$ 21.77	\$ 27.22	\$ 20.00		20.0 52.0
Asst Town Clk/Asst Tax Collector	Preston	separate positions - with cert same salary range (Ast T Clk is full time & shown here) Asst tax is pt 20 hrs & \$24.99	\$ 22.62	\$ 27.14	\$ 23.83		29.0 52.0
Asst Town Clk II Cert	Brooklyn						35.0 52.0
Asst Town Clk/Asst Tax Collector	Scotland	TC II is \$21.92/hr Fills in for TC					40.0 52.0
Town Clerk I - Cert Asst	Chaplin	each works 4 hours - same pay			\$ 25.88		5.0 52.0
Separate Asst Town Clk & Asst Tax	Bozrah	no cert - but goes for training - No Asst Tax Col			\$ 18.17		4.0 52.0
Asst Town Clk/Town Hall Aide	Voluntown	Also helps with Tax Office, Pool Sec is for Land use			\$ 23.00		10.0 52.0
Asst Town Clk or Pool Secretary	Sprague		\$ 20.31	\$ 19.91			23.5 52.0
Asst Town Clk	Ashford		\$ 28.72				35.0 52.0
Asst Town Clk/Asst Tax Collector	Lisbon	no tax collection , AP & AR entered into system					40.0 52.0
Asst Town Clk/Asst Treasurer	Pomfret		\$ 20.88				35.0 52.0
Asst Town Clk/Asst Tax Collector	CCM						28.0 52.0
Asst Town Clk/Asst Tax Collector	Mean		\$ 22.20	\$ 24.89	\$22.78	#DIV/0!	25.9 52.0
Asst Town Clk/Asst Tax Collector	Median		\$ 22.20	\$ 27.14	\$22.43	#NUM!	29.0 52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
Treasurer/Finance Dir	Sterling		\$ 31.11	\$ 38.89	\$ 27.73			35.0	52.0
Accountant/Treasurer	Preston		\$ 40.91	\$ 49.09	\$ 37.86			35.0	52.0
Finance Dir/Treasurer	Brooklyn				\$ 41.98			40.0	52.0
Treasurer	Scotland	(Treasurer Stipend \$9546.23)						40.0	52.0
Finance Manager	Chaplin				\$ 34.46			30.0	52.0
Treasurer	Bozrah	Elected						6.0	52.0
<b>Treasurer-\$14,929 -10 hrs/wk does deposits &amp; invest; Fin Dir does HR &amp; IT &amp; BOS</b>									
Finance Dir/Exec Asst to BOS	Voluntown				\$ 31.16			35.0	52.0
Bookkeeper	Sprague	Treasurer stipend \$2400			\$ 28.09			20.5	52.0
Treasurer	Ashford				\$ 29.71			18.0	52.0
Treasurer	Lisbon	Treasurer portion is \$23867 - no HR or budget or benefits						40.0	52.0
Treasurer/Town Clerk	Pomfret				\$ 37.86			35.0	52.0
Treasurer	CCM							28.0	52.0
Finance Dir	Mean		\$ 36.01	\$ 38.69	\$35.51	#DIV/0!	6	29.8	52.0
Finance Dir	Median		\$ 36.01	\$ 38.89	\$36.16	#NUM!		35.0	52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
Town Clerk	Sterling		\$ 34.66	\$ 43.33	\$ 27.73			35.0	52.0
Town Clerk/Tax Collector	Preston		\$ 31.59	\$ 37.90	\$ 37.94			30.0	52.0
Town Clerk	Brooklyn							35.0	52.0
Town Clerk	Scotland							40.0	52.0
Town Clerk	Chaplin							24.0	52.0
Town Clerk	Bozrah							26.0	52.0
Town Clerk	<b>Voluntown</b>		<b>not elected - cert req</b>		<b>\$ 30.65</b>		<b>35.0</b>		<b>52.0</b>
Town Clerk		does not order office supplies for town							
Town Clerk	Sprague		\$ 28.90	\$ 28.33				35.0	52.0
Town Clerk	Ashford			\$ 38.75				35.0	52.0
Town Clerk	Lisbon							40.0	52.0
Town Clerk/Treasurer	Pomfret							35.0	52.0
Town Clerk	CCM							28.0	52.0
Town Clerk	<i>Mean</i>		<b>\$ 33.13</b>	<b>\$ 36.71</b>	<b>\$34.33</b>	<i>#DIV/0!</i>	<b>6</b>	<b>33.0</b>	<b>52.0</b>
Town Clerk	<i>Median</i>		<b>\$ 33.13</b>	<b>\$ 37.90</b>	<b>\$35.16</b>	<i>#NUM!</i>		<b>35.0</b>	<b>52.0</b>
Assessor	Sterling							35.0	52.0
Contracted	Preston	\$38.22-\$47.78 Range						35.0	52.0
Assessor	Brooklyn		\$ 38.59	\$ 46.31	\$ 39.59			35.0	52.0
Assessor	Scotland							40.0	52.0
Assessor	Chaplin							20.0	52.0
Assessor	Bozrah							26.0	52.0
Assessor	<b>Voluntown</b>		<b>Pt 10-15 hrs</b>		<b>\$ 40.45</b>		<b>12.5</b>		<b>52.0</b>
Assessor	Sprague							8.5	52.0
Assessor	Ashford							35.0	52.0
Assessor	Lisbon							40.0	52.0
Assessor	Pomfret							10.0	52.0
Assessor	CCM							28.0	52.0
Assessor	<i>Mean</i>		<b>\$ 38.59</b>	<b>\$ 49.50</b>	<b>\$43.91</b>	<b>\$29,733</b>	<b>5</b>	<b>26.4</b>	<b>52.0</b>
Assessor	<i>Median</i>		<b>\$ 38.59</b>	<b>\$ 49.50</b>	<b>\$40.45</b>	<b>\$29,733</b>		<b>28.0</b>	<b>52.0</b>

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
Revenue/Tax Collector	Sterling		\$ 34.66	\$ 43.33	\$ 24.11			24.0	52.0
Tax Collector/Town Clerk	Preston		\$ 31.59	\$ 37.90	\$ 37.94			30.0	52.0
Revenue Collector	Brooklyn							35.0	52.0
Revenue/Tax Collector	Scotland	Contract with Windham						40.0	52.0
Tax Collector	Chaplin	Elected						35.0	52.0
Tax Collector	Bozrah	Cert or work toward cet - not elected						26.0	52.0
<b>Tax Collector</b>		<b>Voluntown</b>			<b>\$ 37.17</b>		<b>17.0</b>	<b>52.0</b>	
Tax Collector	Sprague	does tax bills - no water & sewer	\$ 47.09	\$ 38.75				11.5	52.0
Tax Collector	Ashford							35.0	52.0
Revenue/Tax Collector	Lisbon							40.0	52.0
Tax Collector	Pomfret	certified						35.0	52.0
Revenue/Tax Collector	CCM							28.0	52.0
Revenue/Tax Collector	<i>Mean</i>		\$ 33.13	\$ 42.77	<b>\$33.40</b>	#DIV/0!	5	30.2	52.0
Revenue/Tax Collector	<i>Median</i>		\$ 33.13	\$ 43.33	\$ 37.17	#NUM!		35.0	52.0
Recreation Director	Sterling							30.0	52.0
P&R Dir /Youth Services	Preston		\$ 32.98	\$ 41.25	\$ 37.50			35.0	52.0
Recreation Director	Brooklyn		\$ 34.53	\$ 41.44	\$ 35.44			35.0	52.0
Recreation Director	Scotland							40.0	52.0
NA	Chaplin							35.0	52.0
NA	Bozrah							20.0	52.0
NA	Voluntown							35.0	52.0
None at this time	Sprague							35.0	52.0
Recreation Director	Ashford							30.0	52.0
Recreation Director	Lisbon							40.0	52.0
Recreation Director	Pomfret	no summer camp						30.0	52.0
Recreation Director	CCM							28.0	52.0
Recreation Director	<i>Mean</i>		\$ 33.76	\$ 41.35	<b>\$34.81</b>	#DIV/0!	4	33.0	52.0
Recreation Director	<i>Median</i>		\$ 33.76	\$ 41.35	\$ 35.75	#NUM!		35.0	52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Hours Per Week	Pay Weeks Per Year
Building Official	Sterling		\$ 38.22	\$ 47.78						10.0 52.0
Building Official	Preston	Contract SCCOG	\$ 38.59	\$ 46.31	\$ 46.32					17.0 52.0
Building Official	Brooklyn									26.0 52.0
Building Official	Scotland									40.0 52.0
Building Official	Chaplin	Contract with Windham								10.0 52.0
Building Official	Bozrah	Contract SCCOG								7.0 52.0
<b>Building Official</b>		<b>Voluntown 15-20 hrs</b>								<b>17.5 52.0</b>
Building Official	Sprague									8.0 52.0
Building Official	Ashford	Contracted out								30.0 52.0
Building Official	Lisbon									40.0 52.0
		paid for 2 hr in office plus inspections hours which vary guess 7								
Building Official	Pomfret		\$ 47.91		\$ 17,441					7.0 52.0
	CCM									28.0 52.0
	<i>Mean</i>		<b>\$ 38.41</b>	<b>\$ 47.05</b>	<b>\$47.60</b>	<b>\$17,441</b>	<b>5</b>			<b>21.0 52.0</b>
	<i>Median</i>		<b>\$ 38.41</b>	<b>\$ 47.05</b>	<b>\$47.91</b>	<b>\$17,441</b>				<b>17.5 52.0</b>
Fire Marshal	Sterling									13.5 52.0
Fire Captain/Deputy Fire Marshal	Preston		\$ 26.66	\$ 33.33	\$ 27.51					40.0 52.0
Fire Marshal	Brooklyn		\$ 31.59	\$ 37.90	\$ 35.97					26.0 52.0
Fire Marshal	Scotland									40.0 52.0
Fire Marshal	Chaplin	Stipend \$9243.50 Hours Vary								
Fire Marshal	Bozrah	Stipend \$6871 as needed								
<b>Fire Marshal</b>		<b>Voluntown</b>								<b>52.0</b>
	Sprague	Stipend \$8000								10.0 52.0
	Ashford	\$540 biweekly -stipend								52.0 52.0
	Lisbon									40.0 52.0
		Paid as salary/stipend - officer hours by app plus inspections								
Fire Marshal	Pomfret									52.0 52.0
	CCM									
	<i>Mean</i>		<b>\$ 29.13</b>	<b>\$ 35.62</b>	<b>\$31.74</b>	<b>\$10,947</b>	<b>2</b>			<b>24.8 52.0</b>
	<i>Median</i>		<b>\$ 29.13</b>	<b>\$ 35.62</b>	<b>\$31.74</b>	<b>\$10,423</b>				<b>27.0 52.0</b>

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
Wetlands Agent	Sterling				\$ 45.70			25.0	52.0
Wetland Agent	Preston	Contract 260hr/year	\$ 24.88	\$ 31.10	\$ 33.65			5.0	52.0
Wetland Agent/ZEO/Blight Officer	Brooklyn		\$ 31.59	\$ 37.90	\$ 35.07			30.0	52.0
Wetland Agent	Scotland							40.0	52.0
IWWC Enforcement Officer	Chaplin	Stipend \$15854.50 Hours Vary				\$15,855		10.0	52.0
Wetland Agent	Bozrah	Contract SCCCOG						4.5	52.0
Inland/Wetlands Officer	<b>Voluntown</b>		<b>\$ 39.98</b>			\$2,220		<b>6.0</b>	<b>52.0</b>
Wetland Agent	Sprague	Stipend \$2220 paid monthly when billed contracted out						5.0	52.0
Wetland Agent	Ashford							30.0	52.0
Wetland Agent	Lisbon							40.0	52.0
Part of Asst Planner & ZEO/Wetlands	Pomfret		\$ 34.00					30.0	52.0
Wetland Agent	CCM							28.0	52.0
Wetland Agent	<i>Mean</i>		\$ 28.24	\$ 34.50	\$35.68	\$9,037	4	20.8	52.0
Wetland Agent	<i>Median</i>		\$ 28.24	\$ 34.50	\$34.54	\$9,037		28.0	52.0
ZEO-Zoning Enforcement Officer	Sterling				\$ 25.00			20.0	52.0
ZEO-Zoning Enforcement Officer	Preston	Contracted	\$ 24.00	\$ 30.00				35.0	52.0
NA - See Wetlands Agent	Brooklyn							35.0	52.0
ZEO-Zoning Enforcement Officer	Scotland							40.0	52.0
Zoning Official	Chaplin	Land Use Asst						30.0	52.0
ZEO-Zoning Enforcement Officer	Bozrah	Contract SCCOG						7.0	52.0
<b>Contract \$2000/mo &amp; \$2000/mo for Grants</b>									
Town Planner/ZEO	<b>Voluntown</b>							<b>35.0</b>	<b>52.0</b>
ZEO-Zoning Enforcement Officer	Sprague	Works with PL&Z Board	\$ 27.50	\$ 26.96				8.0	52.0
ZEO-Zoning Enforcement Officer	Ashford	Contracted out						30.0	52.0
ZEO-Zoning Enforcement Officer	Lisbon							40.0	52.0
ZEO/ Wetlands Asst Planner	Pomfret	\$34 hourly- submit hours monthly							52.0
ZEO-Zoning Enforcement Officer	CCM							28.0	52.0
ZEO-Zoning Enforcement Officer	<i>Mean</i>		\$ 24.00	\$ 28.75	\$26.96	#DIV/0!	2	28.8	52.0
ZEO-Zoning Enforcement Officer	<i>Median</i>		\$ 24.00	\$ 28.75	\$26.96	#NUM!		32.5	52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
Economic Development Coord	Sterling				\$ 21.28			20.0	52.0
NA	Preston							35.0	52.0
NA	Brooklyn							35.0	52.0
Economic Development Coord	Scotland							40.0	52.0
NA	Chaplin							35.0	52.0
NA	Bozrah							20.0	52.0
NA	Voluntown							35.0	52.0
NA	Sprague							40.0	52.0
NA	Ashford							30.0	52.0
Economic Development Coord	Lisbon							40.0	52.0
Asst Pl, ZBA, Wetlands also does meetings and minutes \$21.28/hr 9 hr plus meetings									
Land Use Clerk	Pomfret				\$ 21.28			9.0	52.0
Economic Development Coord	CCM							28.0	52.0
Economic Development Coord	Mean				#DIV/0!	\$21.28	#DIV/0!	1	52.0
Economic Development Coord	Median				#NUM!	\$21.28	#NUM!	35.0	52.0
Highway - Road Foreman	Sterling				\$ 26.59			40.0	52.0
PW Crew Leader	Preston	CDL req- Rpt to PW Mgr	\$ 24.88	\$ 31.10	\$ 28.14			40.0	52.0
Highway Supt	Brooklyn	CDL req	\$ 34.53	\$ 41.44	\$ 41.47			40.0	52.0
Highway - Road Foreman	Scotland							40.0	52.0
DPW Supervisor	Chaplin				\$ 34.68			40.0	52.0
DPW Foreman	Bozrah				\$ 29.33			40.0	52.0
<b>Part of First Selectman duties</b>									
Foreman	Sprague				\$ 27.27	\$ 32.08	\$ 31.29	40.0	52.0
Road Foreman	Ashford	CDL req - oversee Transfer station			\$ 34.66			40.0	52.0
Highway - Road Foreman	Lisbon							40.0	52.0
Road Foreman	Pomfret							35.0	52.0
Highway - Road Foreman	CCM							28.0	52.0
Highway - Road Foreman	Mean							38.0	52.0
Highway - Road Foreman	Median							40.0	52.0

## Town Of Sterling Hourly Salary Survey

Title	Town	Town Note	Hourly Minimum	Hourly Maximum	Highest Current Hourly	Stipend or other Pay	Response Count	Hours Per Week	Pay Weeks Per Year
Highway - Mechanic	Sterling		\$ 24.00	\$ 30.00	\$ 31.92			24.0	52.0
PW Mechanic & Transfer Station Supv	Preston	CDL req	\$ 26.81	\$ 32.18	\$ 29.77			40.0	52.0
PW Crew Leader	Brooklyn	CDL req						40.0	52.0
Highway - Mechanic	Scotland							40.0	52.0
N/A	Chaplin							35.0	52.0
DPW Maint. & Mechanic	Bozrah							40.0	52.0
<b>N/A</b>	<b>Voluntown</b>	No school busses & no Computer diagnostics CDL req	\$ 25.42	\$ 29.91	\$ 29.91			40.0	52.0
Asst Foreman-Mechanic	Sprague				\$ 30.30			40.0	52.0
DPW Maint. & Mechanic	Ashford							40.0	52.0
Highway - Mechanic	Lisbon	basic repairs on town equip plus driver laborer-has CDL						40.0	52.0
Mechanic/Driver	Pomfret				\$ 27.69			35.0	52.0
Highway - Mechanic	CCM							28.0	52.0
<i>Highway - Mechanic</i>	<i>Mean</i>		<b>\$ 25.41</b>	<b>\$ 30.70</b>	<b>\$29.42</b>	#DIV/0!	<b>4</b>	37.5	52.0
<i>Highway - Mechanic</i>	<i>Median</i>		<b>\$ 25.42</b>	<b>\$ 30.00</b>	<b>\$29.84</b>	#NUM!	<b>40.0</b>	40.0	52.0
Highway - Maintainer	Sterling	Pt Maint with more years = 23.25/hr							
PW Maintainer	Preston	CDL req	\$ 23.11	\$ 28.89	\$ 25.03			40.0	52.0
PW Maintainer	Brooklyn	CDL req	\$ 24.09	\$ 28.90	\$ 27.16			40.0	52.0
Highway- Laborer	Scotland							40.0	52.0
DPW Operator/ Truck Driver/Laborer	Chaplin	Truck Driver PT \$19.51-\$23.68			\$ 25.39			40.0	52.0
DPW Maintainer	Bozrah	May have CDL			\$ 27.88			40.0	52.0
<b>Road Worker II</b>	<b>Voluntown</b>	<b>Union</b>			<b>\$ 31.68</b>			<b>40.0</b>	<b>52.0</b>
Highway- Driver/Laborer	Sprague	do own plowing	\$ 26.14	\$ 27.51	\$ 26.84			40.0	52.0
DPW Maintainer I	Ashford	CDL req - Maint II \$63336 Maint III \$66124			\$ 28.74			40.0	52.0
Highway- Laborer	Lisbon	has CDL, do own snow			\$ 25.49			40.0	52.0
Driver/Laborer	Pomfret							35.0	52.0
Highway- Laborer	CCM							28.0	52.0
<i>Highway- Laborer</i>	<i>Mean</i>		<b>\$ 24.45</b>	<b>\$ 28.43</b>	<b>\$27.28</b>	#DIV/0!	<b>8</b>	38.5	52.0
<i>Highway- Laborer</i>	<i>Median</i>		<b>\$ 24.09</b>	<b>\$ 28.89</b>	<b>\$27.00</b>	#NUM!	<b>40.0</b>	40.0	52.0

## **SECTION VII.**

# **KSA PLUS QUESTIONNAIRE & SHORT VERSION OF COPYRIGHTED SYSTEM**

**TOWN OF VOLUNTOWN, CT**

**OCTOBER 2024**

**“KSA PLUS” QUESTIONNAIRE**  
**(Knowledge, Skills & Abilities Plus)**  
(Please print legibly)

**General Information:**

Name of Employee	
Official Job Title/ Usual working title	
Name & Title of Immediate Supervisor	

How many hours per week do your work (not including overtime)	
Indicate if hours change weekly or seasonally (please explain)	
How long have you held this position	
How long have you worked for this Municipality	

**Minimum Qualification for your Position:**

**A. Education**

What is the minimum level of education required for this position (check appropriate level.)?

Elementary School Education \_\_\_\_\_  
High School Education (grade 9-12) \_\_\_\_\_  
Advanced Technical Education (specify) \_\_\_\_\_  
Associates Degree (2 years of college) \_\_\_\_\_  
Bachelor Degree (identify type of degree) \_\_\_\_\_  
Masters Degree (identify type of degree) \_\_\_\_\_

**B. Experience**

Please describe the type of experience needed to perform this job. Also indicate the minimum number of years and what type of experience is needed to perform the job: (Example: 2 years of office work, 2 years of maintenance work, etc.)

# of Yrs?

Type of experience?

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**C. Licenses/Certificate** (list any special licenses or certificates required for position)

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**D. Special Knowledge/Abilities**

Please list any specialized knowledge or ability needed to perform the job.  
(Example: Knowledge of computers, knowledge of plumbing, ability to prioritize)

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**Communication/Contact with Others:****A. The Public**

In a typical workday, how often do you deal with the Public? (Check one)

Constantly (the position is primary one of public contact)  
 Frequently (more than half of the work is dealing directly with public)  
 Occasionally (spend 2-3 hours per day with the public)  
 Seldom (usually do not deal directly with public)

**B. Other Contacts**

In a typical workday, do you have contact with other individuals or outside organization, for example vendors, state agencies, other departments, etc? Please list types of contacts:

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**C. Type of Contact**

Describe the type of contact you have with the public or others (by phone, in person, by writing, email, fax, all, etc.)

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**Supervision Received:**

What kind of supervision do you receive regarding daily responsibilities? (i.e. oral written, general suggestions, specific assignments, etc.)

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What kind of supervision do you receive regarding major or long-term projects? (i.e. oral written, general suggestions, specific assignments, etc.)

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Describe the level of supervision on a normal basis (Check one)

Hourly     Twice a day     Once a day     Twice a week     Once a week

Other (describe) \_\_\_\_\_

### **Errors**

If you make an error on the job what are the likely consequences of that error? (check all that apply)

	Personal injury/loss	Injuries to other employees
	Delays or loss of service	Damages to buildings and/or equipment
	Monetary loss and/or rework	Legal ramifications and/or potential liability

If necessary, please explain other consequences \_\_\_\_\_

### **Work Environment**

How much work time must you spend exposed to the following environment conditions? (Show the amount of time by checking the appropriate boxes)

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				
Work in high, precarious places				
Work with toxic or caustic chemical				
Work with fumes or airborne particles				
Work near moving mechanical parts				
Risk of electrical shock				
Vibration				
Driving				
Other-Describe				

How much on-the-job time is spent in the following physical activities (check boxes)

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				
Walking				
Sitting				
Talking & Hearing				
Using hands/fingers to handle/feel (typing/keyboard; working with tools, managing hydraulics, etc.)				
Climbing or balancing (stairs, field work near ditches, ladders, etc.)				
Stooping, kneeling, crouching, crawling (inspections of areas, filing, etc.)				

	None	Under 1/3	1/3 to 2/3	Over 2/3
Reaching with hands and arms (typing/keyboard; working with tools, managing hydraulics, etc.)				
Bending, pulling, pushing (filing, moving equipment or supplies, etc.)				
Other-Describe				

Please explain any other environmental conditions that affect your work.

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Does this job require the lifting of light/heavy materials? If so, how much and how often? (Show the amount of time by checking the appropriate box below)

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				
Up to 25 pounds				
Up to 50 pounds				
Up to 75 pounds				
Up to 100 pounds				
Over 100 pounds with assistance				

Describe the noise level of your work environment (check appropriate box below)

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)				
Quiet (private office)				
Moderate noise (computer, nearby office staff, light traffic)				
Loud Noise (near heavy equipment/ near mechanical equipment, constant traffic due to a lot of driving)				
Very Loud (jack hammer work, sirens)				

Does this job have any special vision requirements? (Please check all that apply)

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
- Drivers will need all these types of vision requirements

**Equipment Used:**

Please list equipment used for the performance of the position and how many hours used:

	Check if used	Hours/Shift
Truck in excess of 26,000 pound		
Light Truck		
Automobile		
Heavy Equipment		
Computer		
Telephone		
Office Machines-fax, copier, calculator		
Pneumatic Tools (i.e. jack hammer, power wrench)		
Hand Tools		
Floor Cleaning Equipment		
Power Tools		
Other-Describe		
Other-Describe		

## **Supervisory Responsibilities**

Do you supervise any other employees?  yes  no

If yes, please indicate the nature of the supervision provided in the notes section and give the names, titles, and hours worked by the people you supervise.

Do your Hire / Fire / Discipline employees? (circle all that apply)

**Essential Functions:**

List the most frequently performed and/or most important functions of your job, if they were not performed it would mean that part of the purpose of your position would remain incomplete. List additional duties you perform. Use as much space as needed. Add pages or write on the back. (This section continues on next page)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_  
\_\_\_\_\_

14. \_\_\_\_\_  
\_\_\_\_\_

Conclusion: I certify that the above answers are my own and are complete and accurate.

Employee Signature/Date \_\_\_\_\_  
\_\_\_\_\_

**Comments of the Department Head/Supervisor** (comments by supervisors are in this area only)

Please indicate any exceptions or additions to the information provided by the employee

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please List any additional job functions not listed by the employee. Differentiate between essential and other job functions by placing an "E" or an "O" next to the job functions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Department Head/Supervisor Signature & Date \_\_\_\_\_

## Classification & Compensation System© Internal Job Evaluation – Short Form

### Common reasons jobs are re-evaluated to ensure they are in the appropriate salary grade:

- A. The job is assigned responsibility for:
  - Supervising others – Jobs should be at least one grade higher than the positions supervised/managed. A guideline is that the supervisor's salary range midpoint should be  $\geq 15\%$  greater than subordinate jobs.
  - New duties as the result of changing regulations – Carefully consider the challenges the new requirements present. For example, does the incumbent need to gain a certification or statutory designation?
  - New duties as the result of an internal reorganization – Typically, reorganizations group similar job responsibilities; more diverse work often does not mean the job is worth more in the external market.
  - Performing new technology tasks – System enhancements are typically a necessity for any organization. Often, these new duties/skills do not translate to higher pay in the external market.
- B. Management experiences difficulty in hiring people with the required skills, knowledge & experience. A skills gap or increasing demand for certain competencies may drive up the value of a job in the external market. This situation may necessitate having a consultant conduct a review of salary survey data of similar municipalities.
- C. A job may be reconfigured to have lower levels of responsibility, due to unique circumstances. Unless the job has no incumbent, this presents a management challenge. The Classification & Compensation System© Consultants can offer advice and best practices.
- D. A new position is added and needs to be classified or compare relative value of jobs within a team.

A guiding principle of the Classification & Compensation System© is to ensure job grades are competitive with the external labor market, internally equitable and affordable for the municipality.

# Classification & Compensation System© Internal Job Evaluation – Short Form

## Instructions:

### Step 1. Data Gathering

- Document why the job is under review. What has changed since the last evaluation?
- Modify the job description to include the changes that have prompted the review.
- Select a benchmark job for the existing salary grade for comparison purposes. External benchmarks are identified on the Classification & Compensation System© final report.
- Review the benchmark job description and seek clarity on any areas where more information is needed.

### Step 2. Analysis – Refer to the Job Evaluation Factor Definitions on Page 3.

- For each of the four job evaluation factors, compare the job under review to the benchmark position.
- If the jobs are approximately the same for a job evaluation factor, insert a “=” in the box below.
- If the job under review is substantially smaller than the benchmark job, insert a “-1” in the box below.
- If the job under review is substantially greater than the benchmark job, insert a “+1” in the box below.

### Step 3. Overall Assessment

- Add the points from the comparison of the four job evaluation factors. “=” is 0.
- If the total is:
  - Greater than 2, consider assigning the job under review in the next higher salary grade as the benchmark job.
  - Less than 2, the job under review does not typically warrant an increase in the salary grade.
  - In some cases, the job should be assigned to a lower grade. The consultants can advise on ways to proceed.
- Prepare a summary of your assessment for management review, including any recommendation for a salary grade change.
- Note what other jobs will be impacted by a change in the assigned salary grade, to ensure internal equity.

Obtain management agreement before reassigning a salary grade for a job under review. Management may choose to ask the external consultants for a more extensive job evaluation review.

## Classification & Compensation System© Internal Job Evaluation – Short Form

### Definitions of the Four Job Evaluation Factors

**Authority/Autonomy** – Degree of decision-making latitude; freedom to act as one sees fit; overall level of responsibility. (Consider judgement, planning, problem solving parameters, internal/external contacts)

**Impact/Scope** – Financial/Community impact; consequence of errors; breadth or diversity of tasks and responsibilities. (Consider monetary responsibilities, system-wide services, legal parameters)

**Complexity** – Education, experience & certifications required; degree of technical difficulty; skills, aptitudes, know-how. (Consider degrees, licenses, years of relevant experiences, technical and communication skills)

**Working Environment** – Physical or mental demands that are part of the job; work environment and schedules; visibility. (Consider lifting & fitness requirements; exposure to risk; mental stamina under pressure)

**Consultant Note:** A common tendency is to credit one feature of a job in several job evaluation factors. It is important not to over-value a unique or highly visible job responsibility. Aim to compare the job under review against the appropriate benchmark by focusing on one factor at a time, using critical thinking.

Classification & Compensation System© Internal Job Evaluation – Short Form

Job Evaluation Factor Analysis						
Benchmark Job	Job Under Review	Authority/ Autonomy	Impact/Scope	Complexity	Working Environment	Total Comparison Points
Title & Salary Grade	Title & Salary Grade					
		Comments:	Comments:	Comments:	Comments:	Recommended Salary Grade