



**TOWN OF GRAY**  
**GRAY TOWN COUNCIL BUDGET WORKSHOP**  
**AGENDA • JANUARY 31, 2022**

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**Gray Town  
Council Budget  
Workshop**

**Online via Zoom**  
**<https://us06web.zoom.us/j/88151117214>**

**4:00 PM**

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**I. CALL TO ORDER**

Roll Call

**II. BUDGET WORKSHOP - Council Items 4:00-4:30 PM**

i. Senior Tax Assistance Ordinance changes & impact to funding

**III. BUDGET WORKSHOP - Manager Items 4:30-6:00 PM**

i. SAFER Grant proposal – addt’l firefighter positions

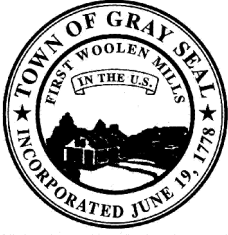
ii. Reorganization of Clerks Department/Town Clerk posting

iii. Planning Dept resources discussion

iv. Addt’l info on Salary Adjustments – including defined new duties/reassigned duties for positions

v. Addt’l info on Employee Sick Time proposal

*\* The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager’s office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*



## TOWN OF GRAY

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
www.graymaine.org

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager  
nrudy@graymaine.org  
(207) 657-3339

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January 26, 2022

TO: Gray Town Council

RE: Recommendations on the Senior Property Tax Assistance program ordinance

Town Council directed staff to present recommendations for updating the Senior Property Tax Assistance program with insights from its implementation in 2021. This memo accompanies a revised Senior Property Tax Assistance program ordinance revision drafted with input from the Town Assessor and Finance Director. Key points include staff's recommendations for the following adjustments:

- The eligibility age of the program as presented be reduced from 70 to 65.
- The benefit base be limited to properties of value less than or equal to the median home valuation set by Maine Housing for the Town of Gray multiplied by the relevant mil rate.
- Property tax credit will be applied to the tax bill for qualifying homeowners.
- Qualified rental applicants will receive a check written to the order of the renters identified in a rental agreement that will be supplied to the Assessor as part of the application.
- The application period was moved to Jan 1- Feb 15, to better align with staff availability in the fiscal year.

Along with the revision provided at the direction of Town Council, we recommend that Council consider eliminating this program, as it may be redundant to the newly announced State of Maine State Property Tax Deferral Program, which is administered by the Maine Revenue Service which pays property tax bills to Maine municipalities for any owner-occupied, primary residence so long as the owner is aged 65 or older and/or permanently disabled, earns less than \$40,000 per year, and has liquid assets below \$50,000 (or below \$75,000 if applying jointly).

We also do not recommend that Council eliminate the age limit on eligibility, due to the potential uncertainty it may create in the municipal revenue budget.

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**CHAPTER 305**  
**SENIOR PROPERTY TAX ASSISTANCE**  
**TOWN OF GRAY MAINE**

*Adopted January 21, 2020, Effective February 20, 2020*

**SECTION 305.1 —PURPOSE**

The purpose of this article is to establish a program to provide property tax assistance to persons ~~sixty-five (65)~~~~seventy (70)~~ years of age and over who reside in the Town of Gray. Under this program, the Town of Gray will provide ~~refund~~~~assistance~~ payments to those individuals who maintain a homestead in the Town of Gray and meet the criteria established by this article.

**SECTION 305.2 —DEFINITIONS**

As used in this article, the following terms shall have the meanings indicated:

**BENEFIT BASE:** ~~The Town Assessor will establish a benefit base for the program year equal to 1) P~~property taxes paid by a qualifying applicant during the tax year on the qualifying applicants homestead, or ~~2) rent constituting property taxes paid by the resident individual during the tax year on a homestead. If the benefit base not exceeding~~exceeds the median home valuation set by Maine Housing for the Town of Gray multiplied by the relevant mil rate, the applicant is not eligible for this program.~~—Property taxes paid by a qualifying applicant during the tax year on the qualifying applicant's homestead or rent constituting property taxes paid by the resident individual during the tax year on a homestead not exceeding \$3,500.~~

**HOMESTEAD:** For purposes of this article, "homestead" shall have the same meaning as defined in 36 M.R.S.A. § 5219-KK(1)(C). Generally, a homestead is a dwelling owned or rented by the person seeking tax assistance under this article or held in a revocable living trust for the benefit of that person. The dwelling must be occupied by that person and that person's dependents as a home.

**QUALIFYING APPLICANT:** A person who is determined by the Town Manager or his designee, after review of a complete application under § 4 of this chapter, to be eligible for ~~a refund~~~~an assistance~~ payment under the terms of this article.

**HOUSEHOLD INCOME:** Total household income as determined by the total adjusted gross income reported on the applicant's most recent income tax return, plus the total adjusted gross income of each additional adult member of the household if filing separately.

**RENT CONSTITUTING PROPERTY TAX:** Fifteen percent (15%) of the gross rent actually paid in cash or its equivalent during the tax year solely for the right of occupancy of a homestead. For the purposes of this article, "gross rent" means rent paid at arm's length solely for the right of occupancy of a homestead, exclusive of charges for any utilities, services, furniture, furnishings, or personal property appliances

furnished by the landlord as part of the rental agreement, whether or not expressly set out in the rental agreement.

### SECTION 305.3 — CRITERIA FOR PARTICIPATION

In order to participate in the property tax assistance program, an applicant shall demonstrate all of the following:

A. The applicant shall be ~~6570~~ years of age or oldermore at the time of application.

B. ~~If the applicant~~ is the property owner, they shall have a homestead in the Town of Gray at the time of the application and for the entire year prior to the date of application.

C. Rental applicants shall provide a copy of their lease or rental agreement.

~~C~~D. The applicant has been a resident of the Town of Gray for at least 10 years immediately preceding the date of application for participation in the Program.

~~D~~E. A property owner~~The~~ applicant shall own no more than one property at the time of application. A rental applicant shall own no property at the time of application.

~~E~~F. The applicant shall meet the application and eligibility criteria set forth in §§ 4 and 5 of this chapter.

~~F. The Valuation of the homestead cannot exceed the median home valuation in Gray based on XXXXXX data. For property owners, the Assessed Value of the homestead cannot exceed the average selling price for residential properties as determined by Maine Revenue Service's most recent Sales Ratio Analysis.~~

### SECTION 305.4 — APPLICATION AND PAYMENT PROCEDURES

A. The Town will accept applications to the program from January 1 to February 15.

B. Persons seeking to participate in the property tax assistance program shall submit an application to the Town Manager no later than February 15 of the year for which the ~~refund-assistance~~ payment is requested. Applications are required for every year the applicant seeks to participate in this program. The application form for the program shall be made available upon request in the Town Manager's office and shall include, at a minimum, the applicant's name, homestead address and contact information. Attached to all applications shall be proof of household income.

C. Applicants shall also submit proof of property taxes paid or rent constituting property taxes paid during the tax year on the individual's homestead in the Town of Gray.

D. The Town Manager or his/her designee shall review and determine if the application is complete and accurate and if the applicant is otherwise eligible to participate in the program. The Town Manager or designee shall notify an applicant if an application is determined to be incomplete. The Town Manager's decision on eligibility to participate in the program shall be final.

### SECTION 305.5 — DETERMINATION OF ELIGIBILITY AND AMOUNT

A. If the Town Manager or designee determines that the applicant is eligible to participate in the program, he/she shall determine the total amount of such eligibility in accordance with the

following formula. Eligibility under this article shall be proportional to the applicant's income in relation to the applicant's benefit base.

- B. For purposes of calculating eligibility under this article, the applicant's income shall include total household income, and the benefit base shall not ~~exceed \$3,500~~ be exceeded, regardless of actual property taxes accrued or rent constituting property taxes accrued. Applicants with household income greater than an amount equal to 50% of the current U.S. Department of Housing and Urban Development metropolitan area median family income shall not be eligible for benefits under this article. Update based on above changes related to home valuation.

C. Notwithstanding the following formulas, the maximum benefit allowed under this article shall be \$500.

Eligibility shall be the lesser of the following amounts:

1.A. Fifty percent of the amount by which the benefit base ~~(not to exceed \$3,500)~~ exceeds 5% of the applicant's household income (not to exceed 50% of the current HUD MFI for the Portland metropolitan area). (Note: 2019 HUD median family income (MFI) for the Portland is \$93,000 which would make the maximum income limit for eligibility \$46,500.) Update based on above changes related to home valuation. Also, consider switching from "family" income to median or individual income.

2.B. (Benefit ~~b~~Base - 5% of Income) / 2 = Benefit Amount

3.C. An amount proportional to the available monies as approved by the Town Council in the Town's annual budget and the applications received for that application year, calculated as a percentage of the benefit amount for which the applicant is eligible in § 5(AC)(21).

## **SECTION 305.6 — LIMITATIONS ON PAYMENTS**

A. The Town Manager shall report to the Town Council for its approval each year the projected payments and number of eligible applicants requesting assistance from the program fund. This report shall be no later than at its second meeting following the February 15~~August 1<sup>st</sup>~~ application deadline.

B. Payments under this article shall be conditioned upon the existence of sufficient monies in the program fund the year in which participation is sought. If there are not sufficient monies in the program fund to pay all qualifying applicants under this article, payments shall be limited to the amounts available in the fund and may be prorated accordingly. ~~In the event that~~if a lack of funding results in no payment or less than the full payment to a qualifying applicant, the request will not carry over to the next year.

## **SECTION 305.7 — CREATION OF PROGRAM FUND**

The program fund from which payments shall be made under the terms of this article shall be created as follows:

A. As funds are available, the Town Council shall annually appropriate monies from the general fund or other sources to support this program.

B. Any surplus monies available after all payments have been made shall be carried forward within the fund to the next fiscal year.

C. Any additional funds that may be received by dedication, gift, donation, or by supplemental appropriation as may be approved.

#### **SECTION 305.8 — TIMING OF PAYMENTS**

~~A person~~Property owners who qualifyies for payment under this program shall receive a credit on their real estate taxes. Renters shall be mailed a check for the benefit amount for which ~~he/she is~~they are eligible under § 5 no later than fourteen (14) days from the date of Council approval of the applications for the year in which participation is sought.

#### **SECTION 305.9 — ONE APPLICANT PER HOUSEHOLD**

Only one ~~qualifying applicant~~application per household shall be entitled to payment under this program each year. Credits will be given to the property owners on record, or checks will be drafted to the order of the tenants on the lease. Eligibility shall be determined based on total household income. The right to file an application under this article is personal to the applicant and does not survive the applicant's death, but the right may be exercised on behalf of an applicant by the applicant's legal guardian or attorney in fact. If an applicant dies after having filed a timely complete application that results in a determination of qualification, the amount determined by the Town Manager shall be disbursed to another member of the household as determined by the Town Manager. If the applicant was the only member of a household, then no payment shall be made under this article.



# Gray Fire Rescue

## Town of Gray

Protecting the Crossroads of Maine since 1880



Dear council,

RE: Additional staffing requests.

Most of you have already my rationale for the goal of having 4 people on duty 24/7 for Public Safety. This goal was validated in the report done by Municipal Resources Inc. Let me give you a short recap of my reasoning and I will be glad to expand on this topic if you so desire.

Today's fire departments are really EMS departments that fight some fires. This statement oversimplifies things a bit, but medical calls are really the most pressing, time critical and common type of call we go to. Yes, we go to fires and a lot of car accidents but day in and day out we respond to mostly medical calls.

Since I have been on the department, 20+ years, we have had 2 ambulances because our call volume has justified them. We do not have anywhere near the number of call members that we used to, and we are responding to medical calls with full-time or per-diem members almost exclusively. The bare minimum staffing needed to cover two medical calls at once is four providers. One driver and one to provide patient care. Serious calls will often require two or sometimes even three providers in the back.

I've provided several pertinent reports for you. The report titled "**Incident Statistics**" has some data that really speaks to the issue of being able to have the staffing to run both ambulances. The most telling statistic on that report is the one titled "**overlapping calls**". 287 times last year we had at least two calls going on at the same time leaving the town with either one person or no one for the next call. We have "run cards" which are computerized orders of response in order of which truck or service is closest in the event we can't cover a call, more commonly referred to as mutual aid. There are no towns in our areas that have enough staffing to fight a house fire on their own let alone a commercial fire. The goal with fire calls is to have enough people to at least get started and make an initial attack on the fire even if we can't get inside the building until we get more people on scene from other towns.

In order to get to 4 on 24/7 we would have to effectively double our staffing and cut some per-diem hours. This would not be a reasonable request. My hope is that we can agree that the proposed staffing level of 4 on 24/7 plus the chief makes sense and is a goal we should be working towards as a Town.

Here are some ideas I have to try and move things forward without getting us into an LD1 situation again.

1. Raise per-diem pay rates to the same level as our surrounding towns as requested. This will allow us to create a per-diem pool that we can all pull from and hopefully stop the constant battle of who is paying the most. Towns that are on board with this program are: Windham, North Yarmouth, Raymond, Casco and Gray. New Gloucester has already submitted their budget but would also have been in favor of this approach. Increasing our pool of available per-diems is vital to reducing overtime. The spreadsheet titled Copy of Per-Diem Pay Comparison has three pages. The first page shows our surrounding pay rates, the second page shows Windham's pay rates and the third shows what we have decided to try and all use for our per-diem rates for next year. Hopefully this will allow our area towns to build a per-diem pool that we can all share.
2. Safer Grant? The grant writer we hired indicated that we were unsuccessful in the past because we didn't request enough additional staffing. In order to be considered for a staffing grant we need to demonstrate a significant improvement in being able to comply with NFPA standards. Our grant writer suggests we apply for at least 4 people. (Please see the impact statement.) If we were to apply for this grant and were successful, the grant would cover the payroll expenses for the first three years. Year four would be the town's responsibility.
3. Another thing we could consider is approving two EMT-A firefighters and plan on a start date of 1/1/2023, effectively only costing the Town the price of one for the first year and then picking up the full tab next year.

The healthcare industry as a whole is hurting for help. We do continue to get applications occasionally and I'm happy to say we've been able to make some good hires recently. We are still down two people with a third out on extended leave. If it wasn't for that, we would be doing a lot better with our overtime issue.

Our current schedule allows us to staff 4 during the day plus a chief Tuesday through Thursday. If we are able to hire more people, our initial goal will be to add a third overnight. Right now, we only have two on overnight along with our live-in students when they are in school. We would also use per-diem funds to add a fourth on Monday and Friday during the day.

Sincerely,  
Kurt

Kurt Elkanich  
Gray Fire Rescue  
Chief of Department/EMA Director  
Public Safety Director  
125 Shaker Rd.  
Gray, Maine 04039  
(207)657-3931

(207)274-0446 – cell



# Gray Fire & Rescue Department

Gray, ME

This report was generated on 1/4/2022 10:52:40 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		963	
FIRE		558	
<b>TOTAL</b>		<b>1521</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
<b>\$0.00</b>		<b>\$0.00</b>	
CO CHECKS			
424 - Carbon monoxide incident		5	
736 - CO detector activation due to malfunction		10	
746 - Carbon monoxide detector activation, no CO		3	
<b>TOTAL</b>		<b>18</b>	
MUTUAL AID			
Aid Type		Total	
Aid Given		96	
Aid Received		72	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
<b>287</b>		<b>18.87</b>	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Central Station	0:06:49	0:08:59	
Dry Mills Station	0:05:08	0:06:08	
Village Station	0:09:03		
<b>AVERAGE FOR ALL CALLS</b>		<b>0:07:19</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Central Station	0:01:44	0:02:48	
Dry Mills Station	0:02:06	0:01:16	
Village Station	0:00:46		
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:50</b>	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

AGENCY	AVERAGE TIME ON SCENE (MM:SS)
Gray Fire & Rescue Department	18:17

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Area rate of pay survey for Per-Diems for 2021 - 2022

	Years of Service by Members						
	Date of Hire to 1 year Complete 1	> 1 year to 3 years complete 2	> 3 years to 6 years complete 3	> 6 years to 11 years complete 4	> 11 year to 16 years complete 5	> 16 years to 19 years complete 4	> 20 years
Beginning /Entry							
Raymond	\$12.50						
Raymond 6 mo	\$13.00						
Raymond 1 year	\$13.37						
Bureau of Labor Standards/Fire Police	\$ 13.288	\$ 15.207	\$ 16.417	\$ 17.981	\$ 19.545	\$ 19.837	\$ 20.135
Casco	\$ 15.000						
Firefighter I	\$ 14.853	\$ 16.417	\$ 17.981	\$ 19.545	\$ 21.107	\$ 21.424	\$ 21.745
Casco	\$ 15.150						
Firefighter II							
Raymond	14.000						
Emerg Medical Technician (EMT)	\$ 14.853	\$ 16.417	\$ 17.981	\$ 19.545	\$ 21.107	\$ 21.424	\$ 21.745
New Gloucester	15.000						
Raymond	14.000						
Casco	15.150						
Firefighter I - EMT	\$ 16.417	\$ 17.981	\$ 19.545	\$ 21.107	\$ 22.672	\$ 23.012	\$ 23.356
Cumberland	\$ 18.360						
North Yarmouth	\$ 15.500						
New Gloucester	\$ 16.000						
Gray	\$ 15.060						
Casco	\$ 15.750						
Firefighter II -EMT							
Raymond	\$ 15.000						
EMT - Advanced	\$ 16.417	\$ 17.981	\$ 19.545	\$ 21.107	\$ 22.672	\$ 23.012	\$ 23.356
New Gloucester	\$ 18.000						
Raymond	\$ 15.000						
Casco	\$ 15.910						
Firefighter I - Advanced	\$ 17.981	\$ 19.545	\$ 21.107	\$ 22.672	\$ 24.235	\$ 24.598	\$ 24.987
Cumberland	\$ 19.750						
North Yarmouth	\$ 18.000						
Gray	\$ 17.320						
Casco	\$ 17.860						
Firefighter II - Advanced							
Raymond	\$ 17.000						
Paramedic	\$ 18.763	\$ 20.328	\$ 21.890	\$ 23.454	\$ 25.018	\$ 25.393	\$ 25.774
New Gloucester	\$ 22.000						
Casco	\$ 18.030						
Firefighter I - Paramedic	\$ 19.545	\$ 21.107	\$ 22.672	\$ 24.235	\$ 25.802	\$ 26.189	\$ 26.582
Cumberland	\$ 21.370						
North Yarmouth	21.000						
Gray	21.220						
Casco	22.060						
Firefighter II - Paramedic							
Raymond	19.000						
Windham/Casco Officer Pay Plan							
Lieutenant	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Captain	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Deputy Chief	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Assistant Chief (Not Active)							

Windham Fire-Rescue Pay Scale for 2018 - 2019

	Years of Service by Members				
	0-2	3-4	5-9	10-14	>15
<b>Beginning</b>	\$ 11.051				
<b>Bureau of Labor Standards/Fire Police</b>	\$ 12.523	\$ 14.331	\$ 15.471	\$ 16.946	\$ 18.419
<b>Firefighter I</b>	\$ 13.998	\$ 15.471	\$ 16.946	\$ 18.419	\$ 19.892
<b>Emerg Medical Technician (EMT)</b>	\$ 13.998	\$ 15.471	\$ 16.946	\$ 18.419	\$ 19.892
<b>Firefighter I - EMT</b>	\$ 15.471	\$ 16.946	\$ 18.419	\$ 19.892	\$ 21.366
<b>EMT - Advanced</b>	\$ 15.471	\$ 16.946	\$ 18.419	\$ 19.892	\$ 21.366
<b>Firefighter I - Advanced</b>	\$ 16.946	\$ 18.419	\$ 19.892	\$ 21.366	\$ 22.839
<b>Paramedic</b>	\$ 17.683	\$ 19.157	\$ 20.629	\$ 22.103	\$ 23.577
<b>Firefighter I - Paramedic</b>	\$ 18.419	\$ 19.892	\$ 21.366	\$ 22.839	\$ 24.315
<b>Officer Pay Plan</b>					
Lieutenant	\$0.50	\$0.50	\$0.50	\$0.50	\$0.50
Captain	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Deputy Chief	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00
Assistant Chief (Not Active)					
<b>Increase of 2%</b>					

Proposed Pay Rates for  
Per-Diems

Firefighter EMT-B	\$18.36
Firefighter EMT-A	\$19.75
Firefighter EMT-P	\$22.06

**Recommendation**

**Town funds the hiring of two firefighter/Advanced EMT's.**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
Wages	\$95,775.68	\$105,343.68	\$108,501.12	\$108,404.03	\$108,303.94
FICA/Medicare	\$7,326.84	\$8,058.79	\$8,300.34	\$8,549.35	\$8,805.83
Retirement	\$5,746.54	\$6,320.62	\$6,510.06	\$6,705.36	\$6,906.52
Health Insurance	\$67,594.88	\$70,974.62	\$74,523.36	\$77,504.29	\$80,604.46
<b>Total Cost for two Positions for the next three years.</b>	<b>\$176,443.94</b>	<b>\$190,697.72</b>	<b>\$197,834.87</b>	<b>\$203,188.03</b>	<b>\$206,646.75</b>

**Apply for a SAFER Grant for four firefighter/paramedics.**

	<b>2022</b>	<b>2023</b>	<b>2024</b>
Wages	\$203,415.68	\$223,795.52	\$230,493.12
FICA/Medicare	\$15,561.30	\$17,120.36	\$17,632.72
Retirement	\$12,204.96	\$13,427.72	\$13,829.60
Health Insurance	\$135,189.76	\$141,949.24	\$149,046.72
<b>Total cost for these four positions for the next three years would be covered by the grant. Gray's responsibility thereafter.</b>	<b>\$366,371.70</b>	<b>\$396,292.84</b>	<b>\$411,002.16</b>

	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
				Projected increase	
EMT-Advance					3%
Wages	47,887.84	52,671.84	54,250.56	55,878.08	57,554.42
FICA/Medicare	3,663.42	4,029.40	4,150.17	4,274.67	4,402.91
Retirement	2,873.27	3,160.31	3,255.03	3,352.68	3,453.26
Health Insurance	33,797.44	35,487.31	37,261.68	38,752.14	40,302.23
Total Cost for Position	88,221.97	95,348.86	98,917.44	102,257.61	105,712.82
Paramedic					
Wages	50,853.92	55,948.88	57,623.28	59,351.98	61,132.54
FICA/Medicare	3,890.32	4,280.09	4,408.18	4,540.43	4,676.64
Retirement	3,051.24	3,356.93	3,457.40	3,561.12	3,667.96
Health Insurance	33,797.44	35,487.31	37,261.68	38,752.15	40,302.23
Total Cost for Position	91,592.92	99,073.21	102,750.54	106,205.67	109,779.37

<b>Calls per Month</b>										
	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>			<b>Average</b>
<b>January</b>	110	88	130	101	103	117	100			107
<b>February</b>	112	102	134	73	90	89	93			99
<b>March</b>	105	99	141	92	94	106	118			108
<b>April</b>	100	103	102	86	100	97	91			97
<b>May</b>	120	106	105	125	86	93	134			110
<b>June</b>	96	111	146	96	94	117	153			116
<b>July</b>	113	128	119	102	115	109	155			120
<b>August</b>	107	115	112	105	122	112	150			118
<b>September</b>	121	102	113	98	107	132	114			112
<b>October</b>	143	106	173	85	114	114	138			125
<b>November</b>	72	124	124	84	100	125	137			109
<b>December</b>	112	134	110	86	84	126	138			132
	<b>1311</b>	<b>1318</b>	<b>1509</b>	<b>1133</b>	<b>1209</b>	<b>1337</b>	<b>1521</b>			1334
<b>% Change</b>		0.53%	14.49%	-24.92%	6.71%	10.59%	13.76%			
<b>Call Membership</b>										
2015	32									
2016	28									
2017	31									
2018	33									
2019	33									
2020	23									
2021	13									

# Gray Fire & Rescue Department

Gray, ME

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## Incident Count by Weekday and Hour for Zone for Shift for Date Range

Personnel: All Personnel | Shift(s): All Shifts | Zone: All Zones | Start Date: 01/01/2021 | End Date: 12/31/2021

Hour	Sun	Mon	Tue	Wed	Thu	Fri	Sat
00:00	7	3	8	1	4	3	4
01:00	3	4	2	3	2	5	6
02:00	3	3	4	2	3	1	4
03:00	2	1	3	3	3	1	4
04:00	5	5	3	4	6	3	1
05:00	3	4	2	3	4	6	2
06:00	3	6	10	7	9	6	8
07:00	7	4	11	9	9	7	5
08:00	6	12	12	6	6	7	10
09:00	9	11	18	17	11	16	7
10:00	19	14	10	23	21	17	10
11:00	15	12	12	13	17	9	9
12:00	7	13	14	13	12	16	14
13:00	13	21	22	16	14	12	8
14:00	10	14	26	19	13	15	10
15:00	11	12	12	15	18	8	15
16:00	12	14	11	14	3	14	8
17:00	17	10	9	9	16	18	13
18:00	10	9	10	16	6	16	20
19:00	11	8	8	12	4	14	11
20:00	12	14	8	10	9	14	12
21:00	11	7	7	9	8	13	7
22:00	5	8	4	5	6	15	2
23:00	2	2	3	3	2	5	4
Total Responses for Day	203	211	229	232	206	241	194
% of Responses for Day	9.36%	9.95%	11.35%	9.91%	10.19%	7.47%	10.31%
% of Responses for Week	13.39%	13.92%	15.11%	15.30%	13.59%	15.90%	12.80%

Hour	Total per Hour	Percent
00:00	30	1.98%
01:00	25	1.65%
02:00	20	1.32%
03:00	17	1.12%
04:00	27	1.78%
05:00	24	1.58%
06:00	49	3.23%
07:00	52	3.43%
08:00	59	3.89%
09:00	89	5.87%
10:00	114	7.52%
11:00	87	5.74%
12:00	89	5.87%
13:00	106	6.99%
14:00	107	7.06%
15:00	91	6.00%
16:00	76	5.01%
17:00	92	6.07%
18:00	87	5.74%
19:00	68	4.49%
20:00	79	5.21%
21:00	62	4.09%
22:00	45	2.97%
23:00	21	1.39%
Total	1516	100.00%

Incident Count by Weekday and Hour for Zone, for Shift and Date Range. Zone information is defined on the Basic Info 3 screen of an incident. Only REVIEWED incidents included. Maximum call volumes for each day are shown with a RED background, and maximum call volumes for each hour are shown with a BLUE background. "% of Responses for Day" indicates the maximum hourly call volume as percentage of total calls for the day of the week. "% of Responses for Week" indicates the total number of calls for the day of the week as a percentage of total calls.

## 2021 SAFER

Describe your financial need to include descriptions of the following: **4000 maximum character count 30 % of your score.**

- Income vs. expense breakdown of the current annual budget
- Budget shortfalls and the inability to address financial needs without federal assistance
- Actions taken to obtain funding elsewhere (i.e., state assistance programs or other grant programs)
- How your critical functions are affected without this funding

FY2022 operating budget \$ 1,123,685.00

### Expenses:

Salaries and benefits	\$822,987.00
Telephone, internet, IT, computers	\$13,380.00
Dues, subscriptions	\$13,365.00
Office/general supplies	\$3,500.00
Fuel	\$14,710.00
Vehicle maintenance/ladder testing/hose testing	\$36,900.00
Physicals	\$2,000.00
Uniforms/turnout gear/tool and equipment for fire/EMS, radio repair.	\$59,520.00
Training for new hires and mandated yearly EMS	\$10,000.00
Electricity	\$10,400.00
Heat and Oil	\$12,470.00
Water	\$1,688.00
Medical supplies	\$18,500.00
Dispatch fees	\$60,536.00
Animal control	\$11,399.00
ALS intercepts, fire relief, mileage, EMA, EMS billing, fire prevention, training supplies, postage, office equipment, EMS license, Dry Hydrant repair, Hazmat supplies.	\$32,330.00

Total expenses: \$1,123,685.00

COVID-19 has changed the way we operate, and we will see increased costs for medical PPE. In the past fire, responders would not need to wear a face-covering for vehicle accidents or any calls that did not require the use of SCBA, now we do.

We do bill for ambulance transports, all the revenue generated by the ambulance transports goes directly back to the Town's general fund to offset fire set taxation for our citizens we protect. With the downturn in the economy for this area, it is sometimes difficult at best to collect any revenue for ambulance transports.

The Town of Gray, like the rest of the country, has been losing its once very dependable volunteer on-call department members and we are doing our best to transition to more full-time personnel.

The Fire Department continues to apply for assistance on all levels. We have been successful in obtaining an AFG grant for Health and Fitness several years ago, but we have not been successful with staffing grants. Temporary outside financial assistance is required and requested.

**Please explain how your department is facing a new risk, expanding service to a new area, or experiencing an increased call volume. 4000 Maximum character count**

The Town of Gray is in the Lakes Region of Southern Maine. This is one industry that has not been affected by COVID in the way much of the other tourism industry has. This has resulted in more people taking advantage of the great outdoors and renting a camp for a week or two. We had a significant increase in call volume last year going from 1383 calls in 2020 to 1521 in 2021 which was almost a 14% increase in calls for service. This along with the increase in COVID and mental health related calls has put an additional strain on our resources.

**Please describe your organization and/or community that you serve. 4000 Maximum character count.**

Gray is located in Cumberland County in Maine. We are 15 miles NE of Portland Maine, 114 miles NE of Boston Massachusetts, 276 miles NE of New York City. The year-round population that we protect is 7761 people in the winter and 9161 in the summer. We have a Statewide mutual aid agreement and routinely respond to Raymond, New Gloucester, Cumberland, Windham, and North Yarmouth for a total population of 39,146 and a summer population of 41,287 residents.

Our first due area is 45.9 sq. mi that we cover and has mostly residential structures, small businesses, and a school system that has 1,255 students enrolled. Many of our homes and smaller office and businesses were built in the late 1800-1900s and are 1-3 stories in height and a combination of brick and/or wood frame balloon construction.

The Town is generally rolling hills and lake land well adapted to farming. We have about 38% of our area that is residential, 57% is agricultural or undeveloped, and 5% is commercial/industrial. We provide coverage to 4 lakes and a pond.

The Town of Gray serves Raymond, New Gloucester, Cumberland, Windham, and North Yarmouth. We provide our citizens with all suppression both structural and wildland, ALS-EMS response, operational level hazmat, operational/technical levels of rescue, and fire prevention services.

We are a combination department with 8 full-time members, 10 call members. Currently, we have 1 at the FFI level and 17 at FFII. We have 10 members currently that are EMT-B and 3 members EMT-A and, 3 members that are EMT-P. Our department is currently compliant with all stated NIMS mandates, and we report on NFIRS.

We operate out of 3 stations. We have the following apparatus:

- 2 Engines, 1250 GPM. / 1000 Gals, 6 seats, 6 SCBA
- 1 Engine, 1250 GPM. / 1000 Gals. 3 seats, 3 SCBA
- 1 Tower, 1250 GPM. / 400 Gals, 6 seats, 6 SCBA
- 1 Tanker/tender, 500 GPM / 3000 Gals, 2 seats, 2 SCBA
- 1 Rescue, 0 GPM / 0 Gals, 6 seats, 6 SCBA
- 1 Utility, 0 GPM / 0 Gals, 4 seats, 0 SCBA
- 2 ALS-Ambulance, 2 seats, 2 SCBA
- 1 Command, 2 seats, 1 SCBA

**What are the anticipated annual costs per position, per year? Annual costs include the base salary (exclusive of non-FLSA overtime) and the standard benefits package (including the average health cost, dental, vision, FICA, life insurance, retirement/pension, etc.) offered by the fire department. To get the “average” health care costs, average the annual cost among various health insurance plans offered (i.e., self only, family, etc). Do not use figures that assume all employees will select self or family coverage.**

**Fiscal Year 2023**

<b>Wages</b>	<b>55,948.88</b>
<b>FICA/Medicare</b>	<b>4,280.90</b>
<b>Retirement</b>	<b>3,356.93</b>
<b>Health Insurance</b>	<b><u>35,487.31</u></b>
<b>Total</b>	<b>99,073.21</b>

**Fiscal Year 2024**

<b>Wages</b>	<b>57,623.28</b>
<b>FICA/Medicare</b>	<b>4,408.18</b>
<b>Retirement</b>	<b>3,356.93</b>
<b>Health Insurance</b>	<b><u>35,487.31</u></b>
<b>Total</b>	<b>102,750.54</b>

(Assuming the same 3% increase in the base wage.)

### Fiscal Year 2025

Wages	59,351.98
FICA/Medicare	4,540.43
Retirement	3,561.12
Health Insurance	<u>38,752.15</u>
Total	106,205.67

### Fiscal Year 2026

Wages	61,132.54
FICA/Medicare	4,676.64
Retirement	3,667.96
Health Insurance	<u>40,302.23</u>
Total	109,779.37

#### BENEFITS FUNDED:

The Town of Gray will match the retirement contribution for town employees up to 6% for years one through five.

Select the item that best describes the NFPA standard your department is attempting to meet: NFPA 1710 or 1720

Please provide details on the department's existing staffing model to include the number of shifts, number of positions per shift, chief level officer staffing per shift (i.e., Battalion Chief, District Chief, etc.), and contracted shift hours per week/pay period. If the contracted shift hours included FLSA overtime or Kelly Days, please be sure to include details. **3000 maximum character count.**

The Town of Gray's existing staffing model is 4 twenty-four hour shifts of two, a firefighter 1&2 paramedic and a firefighter 1&2 advanced EMT. They work 24 on, 48 off, 24 on and 96 off. They are paid biweekly and average 42 hours a week. All shift personnel receive FLSA compensation as required. OT is compensated at the rate of 1.5 times their hourly rate for all hours worked more than 84 hrs. per pay period to exceed compliance with Garcia. Firefighters that are forced to work an open shift are compensated at 1.5 times their hourly rate regardless of how many hours they work in that pay period.

Weekdays during the day we staff a Chief and 2 per-diems on Mondays and an Assistant Chief and a per-diem Tuesdays through Thursday. This gives us 4 on duty plus a Chief. On weekends a Chief is on call, and we staff two per-diems in addition to the Full-time shift of two. This gives us 4 on duty from 0800 – 2000. Overnights we drop down to the on-duty shift of two firefighters

and our call company. With COVID and other time pressures our call department has dwindled to 13 members. Of those we can only expect three to four to turn out on any given evening or weekends. We can no longer meet NFPA 1720 for a rural department with our current staffing and our call members. Mutual aid and automatic aid are both used to the greatest extent possible, but travel times do not help us meet the NFPA reference Table 4.3.2 Staffing and Response Time for a rural area.

Our first due response calls for all our trucks – three engines, one quint (ladder truck that carries 400 gallons of water and has a 1500 gpm pump), one tank truck with 3000 gallons of water, one heavy rescue and an ambulance. What we actually respond with is the tank truck and the ladder truck that will operate as either an engine or a ladder or both. This response uses up our staffing that we have on duty during the day. The rest of our response will come from out of town.

**Does your department utilize part-time paid firefighters?**

**Yes** or no

**Please provide details on how the part-time firefighters are used within your department to include the number of part-time firefighters, the number of full-time, NFPA compliant positions these part-time firefighters occupy, if applicable, and how they are scheduled to meet your staffing needs. 2000 Maximum character count**

We currently have three part-time members. We allow these people to take open shifts that are not filled due to vacations, sick leave as well as open shifts that we would like to be able to fill with full-time members. We also have several call members that are qualified to take open per-diem shifts if they are available. Part time shifts are hard to fill on the weekends and holidays. If we were to get funded these shifts would become full-time shifts.

On our call department we have all our firefighters trained to NFPA 1001. We have 8 firefighters trained to the FFII level. Five of those are cross trained as Basic EMT's. 3 EMT's, 0 Adv. EMT's, 0 Paramedics. We are currently 100% compliant with all current mandated NIMS requirements and operate under ICS protocols.

All our members receive an annual physical each year. All members are trained at the Haz-Mat operation level, with a small number at the Technician level. On-call personnel respond as they are available however, to ensure a better response, we operate a duty officer position during evening hours. This is an officer that responds from home to augment the on-duty staff. Even with duty officer, we rarely (5.6 %), meet NFPA1720 requirements. We can only count on the on-duty captain responding from the station due to EMS call volume. Our average response is 2 career members on first engine. 2 call members on second unit.

**Please provide a brief description on how the positions will be sustained. 2000 Maximum character count**

Gray Fire Rescue made a presentation to our Town Council explaining the grant and the projected impact on the Town at the end of the grant period. The Town Council voted in favor of the application and committed to fund the positions when the period of performance ends.

**Describe the department's step-by-step hiring process (application period, written test, physical, approval) and the timeline for each step. 2000 Maximum character count**

We have the job descriptions in place. Once the approval is received for the grant, advertising will take place. Weeks 1-4 will be for advertising. Applicants would then be screened to meet minimum qualifications during week 5. A written exam will be scheduled to be completed during week 6. Those that pass the written exam will be invited to participate in the physical agility test during week 7. Candidates that successfully complete the physical agility test will be interviewed by a 3-5-person team during week 8. The final candidates will go thru another interview with the Chief of Department and the Town Manager with HR present during Week 9. A conditional job offer given to the top four applicants. During week 10 the four applicants will be scheduled for a pre-employment physical. During week 11 background and driver's license checks will be done on each applicant. Final job offers will be made during week 12 and the applicants will begin a 2-week firefighting academy here at our station that will consist of a job orientation, proficiency drills, driver training and truck operations on all our equipment as well as familiarization with the major landmarks and roads in the Town of Gray. If any of the candidates need additional training that will be provided before being assigned to a shift. Everyone should be on shift by the end of week 16.

**Provide details on the timeline needed to accept the grant award. 1000 Maximum character count**

One to four weeks will be needed to officially accept the grant. We feel a grant of this magnitude should go back to the council for a final approval. They meet every four weeks, more often as necessary.

**Is your request for hiring firefighters based on a risk analysis, staffing needs analysis, or an Insurance Services Office (ISO) rating?**

**Yes.**

**Describe how the analysis was conducted and the outcome of the analysis or ISO rating.**

Municipal Resources did a study of the department and did a risk assessment of the town. They interviewed members of the department, the council, Town Manager. A

review of SOP and SOG's, pay scales compared to other communities, review of the effectiveness and the efficiency of current fire and EMS operations, to include training, health and safety, recruitment and retention programs, equipment, staffing, leadership, and the chain of command. Their recommendation was to work towards a staffing level of four on 24/7.

A review of the ISO rating and deficiencies were looked at. The finding was that the department was understaffed to ensure the protection of property and the wellbeing of the residents. An increase in staffing to better meet the needs of NFPA 1720 requirements was recommended. Our ISO rating is currently a 4/4Y. The areas we can focus on to improve our score are in training and staffing. We have been building a training facility and hope to have it operational in the spring of 2023. We also hope to be hiring 4 new firefighters in 2023 should we receive a Safer grant.

### Project description

**Why does the department need the positions requested in this application? 3000 Maximum character count 30% of your score.**

Like all fire departments, Gray Fire Rescue strives to provide fast, safe, and effective response to both fire and Ems related emergencies. Also like all fire departments in Southern Maine, Gray Fire Rescue is not adequately staffed to meet the expectations of NFPA compliancy. Staffing with a response from call force is becoming harder and harder. We respond to nearly 2500 calls-for-service annually.

In the last four years we have lost 60% of our call company members due to time requirements, availability and the threat of Covid. We are currently complying with NFPA 1720 for our 1st alarm on only 9.8% of our structure fire calls. Even when fully staffed we can only guarantee arrival on the fire scene with 1- Engine with three firefighters. NFPA 1720 requires 6 Firefighters staff on scene within 14 min. Even with the weekday command staff we are consistently short by 3-4 Firefighters on every structure fire and we fail to meet compliance standards of NFPA 1720 on 90.2% of our calls.

Our NFIRS response in the last 5 years for category 111 building fires has an average response time of 10:15 minutes. These leaves 3:45 minutes for our call company to arrive. Gray Fire Rescue is in critical need of staffing; the real concern has become firefighter safety, and effectiveness at large scale events. Because of the increasing demand on the call force for certification, annual training, and having to work more to support their family (often out of town), our call force participation plummeted. Gray Fire Rescue plans on being a combination department for the foreseeable future, but the need is increasing to provide more full-time staff to cover our call volume and meet NFPA 1720. After self-analysis and the professional risk study, Gray Fire Rescue has presented a five-year strategic plan to the Town Council with the goal being improved coverage 24/7, increase the frequency of our trainings, and the ability to meet NFPA 1720. This will also positively affect our ISO score.

How will the positions requested in this application be used within the department? (e.g., 4th on engine, open a new station, eliminate browned out stations, reduce overtime)? **3000 Maximum character count**

The increased staffing will reduce our overtime by allowing us to not have to rely as much on part time personnel. The reason this will help with overtime is that most part time folks would rather have a weekend or holiday off if they do not have to work at their full-time job. More importantly, we will be able to respond with 4 on our first due engine, plus two Chief officers.

What specific services will the requested positions provide to the fire department and community? **3000 Maximum character count**

The major benefits to us and community are: -+85% compliance with NFPA 1720 -Our first out engine will be staffed with 4 firefighters on every call -Command/Safety officer available on all calls -2 in 2 out OSHA requirements met/ RIT crew immediately available -SAR and initial knockdown efforts will be initiated faster and more efficiently - Better fire ground safety can be maintained -Sufficient staff on-scene immediately to mitigate or contain all incidents ourselves while awaiting mutual aid to arrive -Less FF/Civilian injuries and fatalities -Less liability through compliance with new Maine Bureau of Labor safety regulations -Less property damage to involved structures and less collateral damage to surrounding structures. -More staff for fire inspections, pre-fire planning, hydrant testing, fire prevention activities and education -Mutual aid can be delivered while still allowing for minimal staffing in first due areas -Less burnout of personnel to maintain staffing. We are currently forcing several people a week just to maintain minimum staffing -Allows for a more efficient and effective response and better safety for our firefighters and citizens.

Describe how funds awarded through this grant would enhance the department's ability to protect critical infrastructure within the primary response area. **3000 Maximum character count**

As noted elsewhere in this application we do protect a large amount of critical infrastructure. Much of which presents search/rescue challenges for clearing of human occupancy and high hazard from fire load. We are seeing a steady increase in homes that care for adults with severe mental handicaps. Currently there are 15 such homes in Gray. Some of these clients require one on one supervision and will be an extreme challenge to deal with in an emergency. In addition, the presence of the Maine Turnpike and a major railroad (Pan Am) being major routes for the movement of hazardous materials through Gray. It is critically essential that when dealing with incidents involving these critical infrastructures that we arrive with as much staffing power and apparatus quickly, to have any chance at a successful mitigation effort. We cannot deploy and initiate proper fire suppression and search/rescue operations with engines and aerials that are not fully staffed. Our pumping capacity and ability to use an elevated master stream is lost if we cannot staff our apparatus. This results in inadequate pumping capacity on large load fires and limits search/rescue operations in occupied structures. Additional staffing would also allow us the critical time needed to properly marshal mutual aid companies and their staffing power to be of the most effective use in sustained suppression efforts and mitigating collateral damage to surrounding infrastructure. Without this staffing on these incidents, it endangers citizens and/or Firefighters and leads to higher fire losses and increases search/rescue efforts to complete primary search in these larger structures. It can also mean collateral damage losses to exposures increasing the overall economic loss. With the proposed staffing we can bring more staff and apparatus to the scene initially to begin primary search and fire control in a more efficient manner, reducing fire loss and possible injury to citizens and Gray Fire Rescue personnel.

**Impact on daily operations: 30% of your score.**

**Explain how the community and the current firefighters employed by the department are at risk without the positions requested in this application. 3000 Maximum character count**

With our current levels of staffing, we arrive on the scene with insufficient staff to maintain a proper, safe fire ground. We are placing our firefighters and citizens at risk because of this for many of the following reasons: -Inability to quickly complete primary

search and clearing of human occupancies in larger square footage or multi-storied buildings

- Sustained suppression crews cannot be rotated in and out for proper FF rehab
- Not enough Firefighters to have a dedicated ventilation crew
- No dedicated RIC team, they are being used for other tasks
- No back-up suppression teams for interior attack crew
- Limited Staffing to maintain adequate water supply and pumping operations
- Firefighters are fatiguing early from over exertion
- Difficult to meet 2-in/2-out

Maine Bureau of Labor Standards compliance. Any combination of these factors above can be the proximate cause of a total fire loss and puts our Firefighters and citizens at grave personal risk of injury or death. At present we can only count on a bare minimum of staff which is insufficient not only to comply with NFPA 1720 but to give us a chance of establishing quick control and gaining us time to assemble additional critical resources of staff and apparatus before definitive and proactive or sustained fire suppression efforts can even occur.

**How will that risk be reduced if awarded? 3000 Maximum character count**

An award will immediately help to alleviate these problems. We will arrive on the scene with enough staff to:

- Searching for and removing people still in the building can begin faster, decreasing civilian injuries and fatalities.
- Establish a dedicated 2 in and 2 out control in the interest of FF safety.
- Initial knockdown efforts and sustained suppression can begin quicker, decreasing fire damage losses.
- Ventilation crew can be assigned to be able to provide relief from heat and toxic gasses within the structure to better facilitate locating the fire and quickly mitigate losses.
- Establish continual water supply and pumping capacity operations can be properly manned. Much of our town is without a hydrant system. Rurak water supply is critical and manpower intensive.
- Proper rotation of interior crews for rehab can occur without loss of suppression efforts.
- Fatigue and stress on FF from overexertion will be reduced.

Additional staffing on the fire ground will also increase the number of personnel that can watch for hazards, increasing situational awareness of surrounding firefighters and incident command. This decreases the chance that a critical safety hazard or hazardous condition will go unnoticed, staff will recognize it and address the situation much earlier.

## Cost benefit

Describe the benefits (e.g., quantifying the anticipated savings and/or efficiencies) the department and community will realize if awarded the positions requested in this application. **3000 Maximum character count 10% of your score.**

The lack of staffing becomes even more crucial as our infrastructure grows. As the town grows so do the requirements of the fire service. Not just in emergency fire response but in all ancillary requirements such as fire prevention, EMS, education and preplanning to name a few.

The awarding of this grant will allow the following economic efficiencies to occur:

- Decreased injuries to firefighters and civilians. These injuries always incur uninsured medical costs for both groups and cause the ISO and homeowners premiums to rise correspondingly. Insufficient staffing can lead to increased workman's comp claims resulting in increased premiums. Our firefighters are often asked to accomplish tasks that should be done with two people. This drastically increases the risk of injury.
- Proper staffing levels are known to reduce injuries to both firefighters and civilians. With proper levels of staffing, we complete primary search and rescue in occupancies faster and more thoroughly. We can deploy multiple hand lines for fire control thus improving conditions for search and rescue. Significant cost savings are achieved by preventing those injuries or deaths from occurring.
- With proper staffing, initial knockdown efforts and sustained fire suppression efforts are significantly improved and ultimately result in less property damage and exposure losses.
- This leads to improving the ISO rating to the benefit of our business and residential insurance ratings
- Many families and businesses compare services provided by the Towns prior to their committing to relocating, and an increase in the service provided by the Fire Rescue due to increased staffing will play a role in their decision.
- The possibility of life loss would have a major impact to our small community. Additional services provided by the department will help ensure a positive outcome on those services provided.
- There will be a reduction in having to up staff for winter storms and hurricane events, saving overtime dollars.
- Reduced liability by adherence to known national safety standards both at the State of Maine as well as Federal level.

The above listed impacts all have a direct link to shortages of staff. When staffing levels are adequate the problems above become few and far between instead of constant factors every day.

**Additional information**

**If you have any additional information you would like to include about the department and/or this application in general, please provide below. 3000 Maximum character count**

The governing Town Council and finance director have recognized the need to increase staffing with the approval to participate in this program. In a January 2022 meeting the Council unanimously voted to approve the Department applying for this staffing grant with the understanding that if awarded, it will assist the town in the initial financial impact of these staffing demands, but the Town will need to absorb these costs after year three.

If awarded, this grant will allow the Gray Fire Rescue and the Town of Gray to adjust budgets and prepare for gradual increased operational costs moving forward after addressing previous capital needs.

Gray Fire Rescue and the Citizens we serve consider our firefighters as one of its most valuable assets as noted by the approval of recent major capital expenditures. Providing for their safety and health is our priority.

The focus of this grant request is the addition of personnel to allow our department to increase its ability to comply with NFPA 1720. Our Firefighters face significant risk in the course of their duties trying to maintain a high level of service within accepted levels of safety with limited staffing. Compliance with NFPA 1720 facilitates a safer, more efficient, and effective working environment. In addition, the award of the SAFER grant will reduce the impact fire and unfortunate events have on the community.

Without the assistance of SAFER, Gray Fire Rescue will be forced to continue to do more with less.

The Gray Fire Rescue Department and the citizens of Gray would like to thank DHS and FEMA for allowing us to present our application for assistance. We hope that our application will be considered favorably for award. Finally, we would like to thank the reviewers for their time and dedication in improving the safety of the fire service.



## TOWN OF GRAY

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OFFICE OF THE TOWN MANAGER

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January 26, 2022

TO: Gray Town Council  
RE: New / Reclassified Staff Positions for FY23

### Proposed New and Reclassified Staff Positions

At your January 13 workshop I discussed more broadly the proposed wage and salary adjustments based on market conditions at comparably sized municipalities. In this memo, I am detailing proposed New Positions and Reclassifications for the Administrative, Library, Planning, and Town Clerk's offices. Please refer to the current and proposed organizational charts in Appendix A and B for a graphical representation of the proposed new and reclassified positions and restructuring of some departments.

The goal of these recommendations is to:

- Clarify roles, responsibilities, and chains of authority, communication, and accountability in affected departments.
- Add a Town Clerk position as required by the 2021 Charter Amendment and eliminate what will become a redundant Deputy Clerk position.
- Restructure the Development Office to clearly delineate three distinct departments and add one administrative support staff position that will be filled by an employee moved from the Clerk's office.
- Add an Assistant Library Director position and eliminate a part-time Library Aide position.
- Move the direction of the Information Technology and Communications Department to report to the Library Director.
- Reclassify the Human Resources Administrator / Assistant to the Town Manager position to Director of Human Resources.
- Transition to an administrative team of Town Manager and two Assistant Town Managers, serving as Director of Finance and Director of Human Resources.
- Provide enhanced data analysis and presentation to Town Council from the administrative team.

- Promote operational resiliency, mentorship and succession planning, transfer of institutional knowledge, and opportunities for professional development to enhance staff readiness and improve customer service.

## Administration

I propose to reclassify the Human Resources Administrator / Assistant to the Town Manager position to Director of Human Resources, with duties commensurate to the level of an Assistant Town Manager. I am also proposing to add the title of Assistant Town Manager to the Finance Director position. The expected outcomes of these changes will be to recognize the administrative role that these positions play (in terms of the level of responsibility and the degree of involvement in critical Town functions), to assist with succession planning and transfer of institutional knowledge, to reinforce these roles as a career track for future Town management (a discipline facing increasing challenges in recruitment and knowledge transfer/mentorship), and, working with the Digital Media Coordinator, to fulfil the Council's request for enhanced data and data analysis to assist with policy making decisions. These positions will receive additional duties and will be expected to exercise a greater degree of independence to address increasing demands on Town personnel and to assist supervisory and professional staff with implementing and managing new goals and professional development measurements. I propose to start including these two employees in training opportunities offered by MMA and the Maine Town, City, and County Managers Association to help orient them to the Town Manager profession. This restructuring will help with knowledge transfer, institutional memory transfer, succession planning, establishing and measuring Town staff-wide training goals, and provide better managerial coverage during vacations and time out of office.

## Library

The Library Director proposes to eliminate a 24 hour / week part time position and create an Assistant Library Director position to help with continuity of library administration (tasks similar to the list above in the Administration section) and to help coordinate my proposed move of the IT and Communications Department (including GCTV) to the library. Library science has synergy with technology adoption and use, and the library is identified as a secondary location for government television programming broadcast. We have also discussed using the library conference room space as a television production studio as needed for educational and public access television programs.

## Town Clerk

Gray voters supported a Town Council-proposed Charter amendment to create a new Town Clerk position, removing that role from the Town Manager's list of responsibilities. This position would involve extensive public interaction and management of the day-to-day operations of the Clerk's Office including not limited to, preparation and maintenance of official documents, supervision of elections, issuance of numerous permits and licenses, administrative activities, and preparation of reports to the Town and various state agencies. Work also involves the supervision of the Deputy and Assistant Clerks.

We propose eliminating a Deputy Clerk position to move an employee from the Clerk's office into the new role needed in the Development Office (see below).

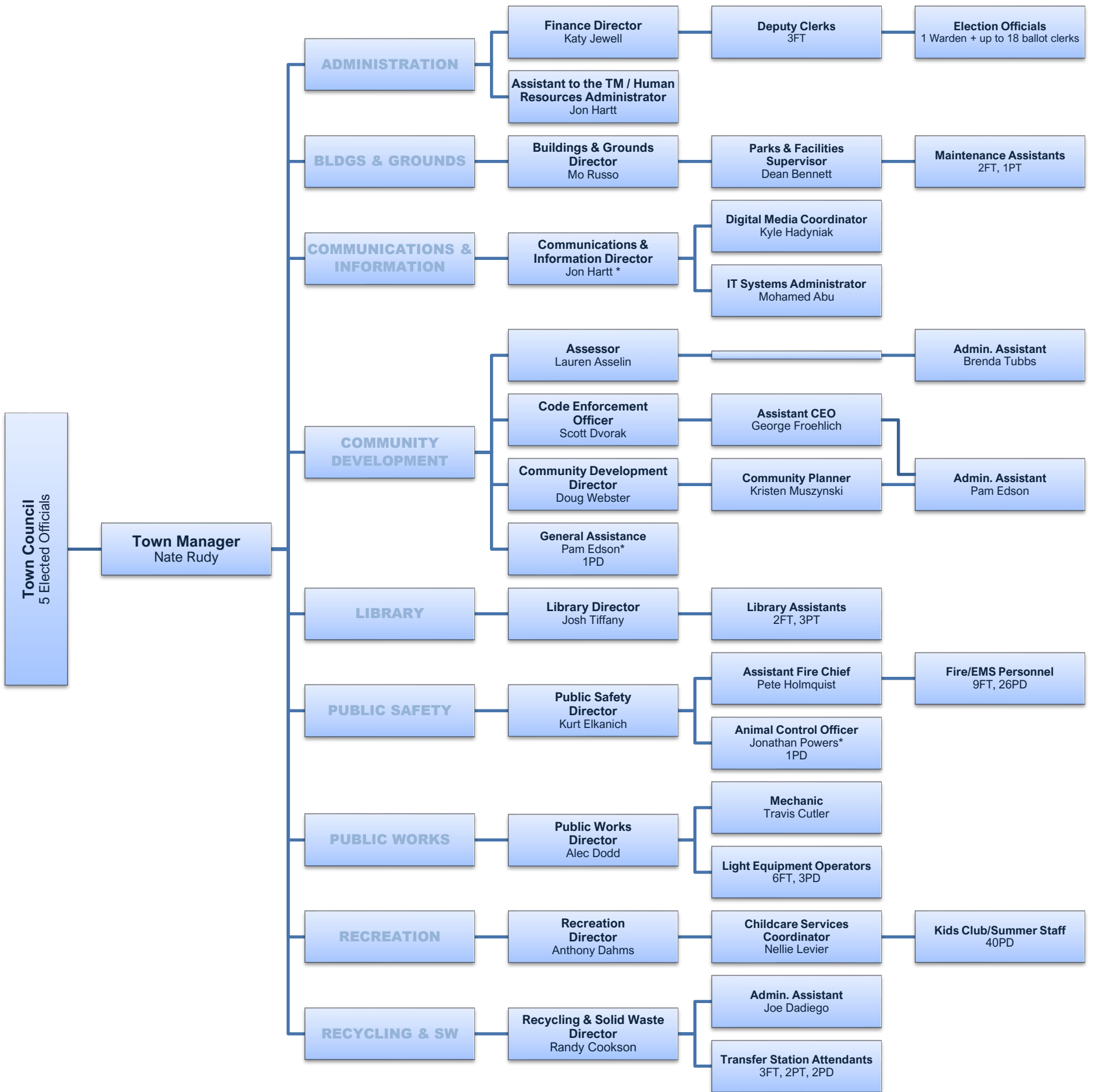
## Development Office

We propose the creation of an Administrative Assistant position in the Development Office, who would assume half of the responsibilities of the current Assistant. This staffing change would enable the Planning Director and the Planning department to focus on policy recommendations and ordinance revisions that encourage community economic development, and to clarify and streamline lines of management, communication, and authority for the planning department, code office, and Assessor. We will focus on cross training for all three departmental Administrative Assistants in FY23, to help with knowledge transfer, institutional memory transfer, and better coverage during vacations and time out of office. We will also enhance staff training in, and use of, the MyGov system.

## Financial Implications

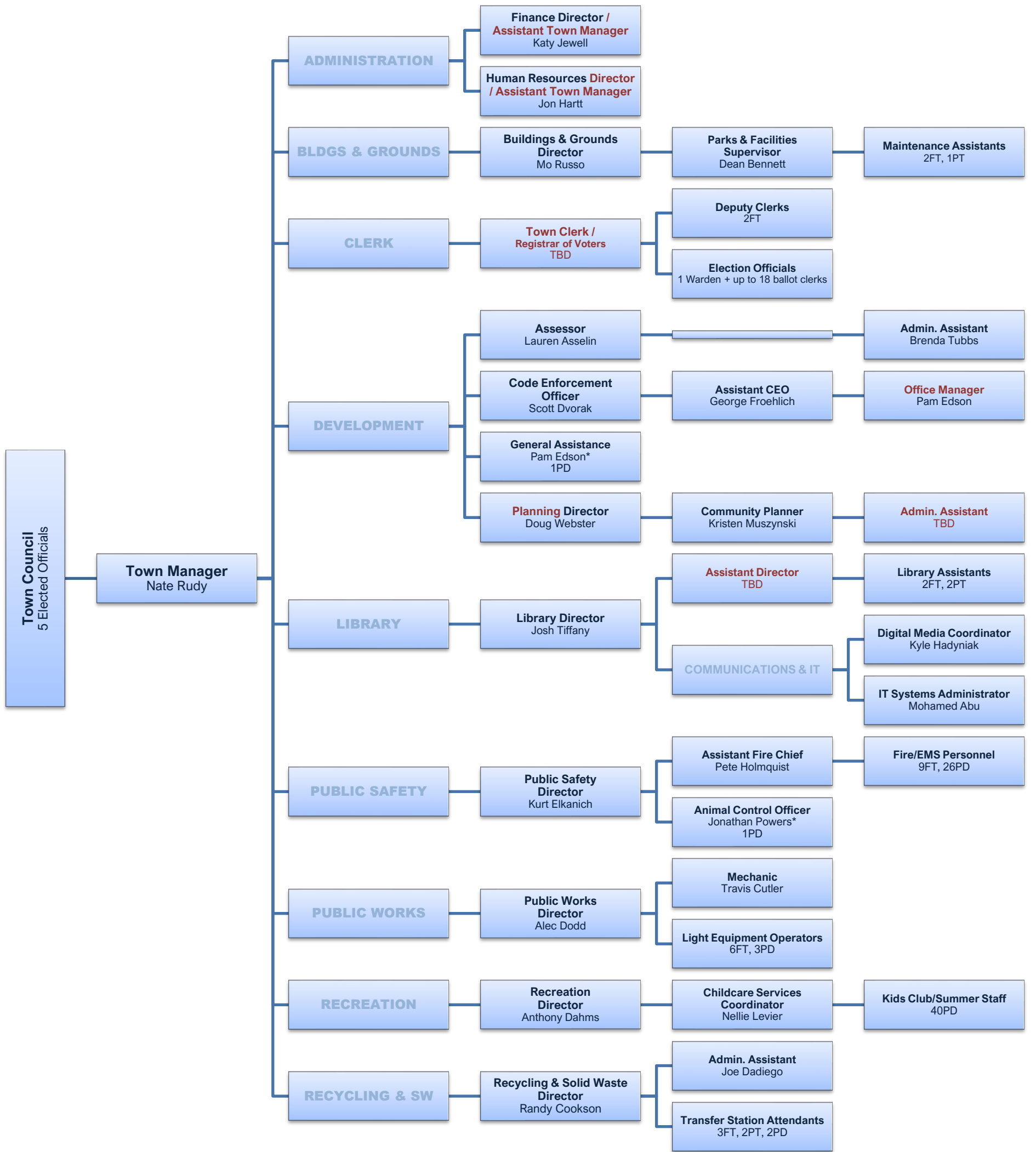
Using the data provided in the wage and salary adjustment proposal delivered to Council on January 13, Table 1 provides information about the cumulative financial implication of the proposed new and reclassified positions.

Table 1. Wage and Salary Proposal for selected Full Time Employees					
New and Reclassified Positions	Current Annual	Proposed Annual	Total Change (over 2 years)	FY23 Increment Change	FY24 Increment Change
Human Resources Director / Asst. Town Manager		\$ 82,000	\$ 22,000	\$ 14,740	\$ 7,260
Administrative Assistant to Town Manager - reclass	\$ 60,000	-			
Town Clerk - Appointed	\$ -	\$ 70,000	\$ 70,000	\$ 70,000	\$ -
Clerk - eliminate	\$ 41,540	\$ -			
Administrative Assistant to Code Office	-	\$ 42,000	\$ 460	\$ 460	\$ -
Assistant Library Director	\$ -	\$ 54,080	\$ 30,093	\$ 30,093	\$ -
Part-Time Library Aide -adult services - eliminate (24 hrs / wk)	\$23,987	\$ -			
Totals	\$ 125,526	\$ 248,080	\$ 122,554	\$ 115,294	\$ 7,260
% Change		197.63%	49.40%	46.47%	2.93%



**TOWN OF GRAY**  
**ORGANIZATIONAL CHART**  
*July 2022 (Proposed)*

**AFTER**



## TOWN OF GRAY POSITION DESCRIPTION

**POSITION TITLE:** FINANCE DIRECTOR / ASSISTANT TOWN MANAGER - ADMINISTRATION

**DATE CREATED/REVISED:** 8/2017-01/2022

**Classification:** Regular Full-Time, Salary Exempt

**Narrative:** This is a position of high responsibility, integrity and discretion, performing a variety of complex administrative, technical and professional work concerning the finances of the Town of Gray for all Funds, including routine accounting functions (account balancing/reconciliation, journal entries, etc.), tax collection, lien processing, annual audit responsibilities, accounts payable and payroll processing, annual Town budget preparation, Clerk's Office management, and cash-out responsibilities. Under the general direction of the Town Manager, the Finance Director assists in the administration of all Town functions and serves as a member of the senior management team which also includes the Town Manager and the Director of Human Resources.

This individual has constant contact with Town of Gray employees, the public and Town Officials (as applicable) and is expected to maintain a positive working relationship with each. All work must be performed in accordance with State & Federal law, Town of Gray Charter, Town of Gray policies/ordinances/previously established procedures, generally accepted accounting principles (GAAP) and requires sound judgment and the ability to work effectively with others toward the goals established by the Town Manager.

**Supervision:** Supervision is provided to this position by the Town Manager. ~~-This position provides supervision to all Town Departments concerning financial matters in coordination with the Town Manager. -This position also directly supervises the Clerks in the Clerk's Office as the Office Manager.~~

### POSITION RESPONSIBILITIES/TASKS

Illustrative Only, not all-inclusive:

- Provide leadership, advice, direction and controls concerning financial matters for all Departments to maintain the validity of, and transparency concerning all Town financial transactions, in accordance with all applicable financial policies and any other established governing standards
- Establish, maintain and enforce written internal controls for Town financial procedures, standards and processes to ensure the proper and accurate recording of all Town financial transactions
  - Perform routine accounting functions (account reconciliations ~~---~~(all Funds), journal entries, cash transfers (between accounts and across Funds), review and recording of all subsidiary ledger financial transactions, routine/daily Cash-Out for deposits
- Perform the duties of the Town Treasurer as the Town's Deputy Treasurer with full rights concerning the following:
  - Accounts Payable processing Town-wide (including all reporting requirements)
  - Payroll processing Town-wide (including all reporting and withholding requirements)

- Revenue collection from outside sources
- Annual financial audit facilitation with the contracted outside auditing firm (as required by the Town Charter) as well as the review, verification, finalization and the timely, appropriate distribution of the resulting annual financial statements to the public, and all applicable parties (in accordance with the Debt Management Policy) to comply with all bond, investment and Town liability requirements
- Location, accessibility and disposition of municipal financial records (excepting the Assessor's records) as determined by the most recent State and/or Federal rules concerning the same
- Investment of Town funds in accordance with the Town's Investment Policy
- Debt management in accordance with the Town's Debt Management Policy
- Tax acquired property in accordance with the Town's ordinance concerning the same
- Town-wide financial planning and recommendations in coordination with the Town Manager
- Day-to-day administration of Town funds
- Providing required financial information to the Town Clerk for the Town's Annual Report
- Perform the duties of the Town Tax Collector as the Town's Deputy Tax Collector with full rights concerning the following:
  - Verifying the annual Assessor's Certificate of Assessment
  - Facilitating the production and distribution of annual tax bills
  - Managing tax payment processing by the Clerks and other designated individuals with tax payment processing authorization
  - Auditing individual tax payment accounts, communicating information about the same with taxpayers, lien holders, interested parties and mortgage companies as requested
  - Commencing the tax lien process for outstanding real estate tax balances (including interest) within the time frame allowable by State law, in accordance with the Town's standard procedure
  - Pursuing outstanding personal property tax balances (including interest) in accordance with the Town's standard procedure
- Facilitate and coordinate all stages of the Town's annual budget process and proposals (for both the Town Manager and the Town Council) for all Departments (primarily for the General Fund and the Capital Reserve Fund) and its eventual proposal to taxpayers for adoption, including all Charter-required documentation, any formal presentations requested/required and the necessary Warrant articles for Town Meeting
- Create, coordinate and maintain the Town-wide 15-year Capital Improvement Plan (as required by the Town's Capital Improvement Plan Policy)

- Perform cost control activities; monitor revenues and expenditures to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time
- Develop, propose and implement essential financial policies as required and requested
- Consult and cooperate with legal counsel to ensure that Town policies/procedures/ordinances comply with Federal and State law making necessary recommendations concerning the same
- ~~Provides oversight and direction to the Clerks in the Clerk's Office concerning customer transactions and facilitate the overall operations of the office to offer and maintain a high level of customer service~~
- ~~Perform annual performance reviews for all Clerks in the Clerk's Office~~
- With the Town Manager and Human Resources Director, share the role as principal negotiator for the Town in collective bargaining with all municipal unions
- Provide appropriate clarification, coaching and training to applicable employees concerning their financial transaction responsibilities (as detailed in their individual job descriptions) and internal controls as applicable
- Reconcile and facilitate grant awards Town-wide, providing all financial documentation and requisitions as stipulated for each
- In coordination with the Human Resources Director, maintain employee benefit plans as well as the administration of human resource services
- Cross-train the Human Resources Director to process Town-wide Payroll
- Cross-train appropriate designees to process the Town-wide Accounts Payables
- Coordinate with the Human Resources Director to facilitate the annual Worker's Compensation audit
- Facilitate the annual Town liability insurance renewal
- Process Supplements and Abatements as requested by the Assessor
- Study, standardize and make recommendations to procedures to improve efficiency and effectiveness of overall Town operations
- Attend Finance Committee meetings, reporting financial information and details as scheduled
- Recommend changes to the Town Manager regarding the management of the Town's financial operations to ensure for the efficient and effective management of Town funds
- All other tasks as assigned by the Town Manager.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

High School Diploma       G.E.D/High School Equivalent

**Minimum Education Preferred:**

Associate Degree       Bachelor's Degree       Advanced Degree

**Prior Experience Required:**

3-5 years of direct experience in this position or directly related to the field

**Prior Experience Preferred:**

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town.

**Knowledge, Ability, Skills Required:**

- ~~Must have~~ Working knowledge of generally accepted accounting principles
- Strong analytical and problem-solving skills
- Ability to act with integrity, professionalism, and confidentiality
- Must have proficiency with Windows platforms
- ~~Must be able to~~ Ability to work independently and exercise good judgment when making decisions
- ~~Must be able~~ Ability to assist and coordinate with multiple Department Heads and staff members
- ~~Must be able~~ Ability to manage work time and prioritize tasks effectively
- Must have a valid Maine driver's license

**Knowledge, Ability, Skills Preferred:**

- Working knowledge of municipal government and accounting structure
- Proficiency with municipal accounting software

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					

<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionall y	Frequent ly	Constantl y
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Postures/Tasks</b>	Never	Rarely	Occasionall y	Frequent ly	Constantl y
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> see                            | <input checked="" type="checkbox"/> hear                            | <input type="checkbox"/> distinguish color                            |
| <input type="checkbox"/> work in diminished lighting               | <input type="checkbox"/> make critical decisions                    | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak                          | <input type="checkbox"/> work at a set pace/rate                    | <input checked="" type="checkbox"/> remember accurately               |
| <input checked="" type="checkbox"/> work under deadlines           | <input checked="" type="checkbox"/> perform multiple tasks          | <input checked="" type="checkbox"/> work independently                |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions |   |
| <input type="checkbox"/> other:                                    |   |   |

**Acknowledgement**

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF GRAY  
POSITION DESCRIPTION**

**DRAFT**

**POSITION TITLE: FINANCE DIRECTOR / ASSISTANT TOWN MANAGER - ADMINISTRATION**

**DATE CREATED/REVISED: 01/2022**

**Classification:** Regular Full-Time, Salary Exempt

**Narrative:** This is a position of high responsibility, integrity and discretion, performing a variety of complex administrative, technical and professional work concerning the finances of the Town of Gray for all Funds, including routine accounting functions (account balancing/reconciliation, journal entries, etc.), tax collection, lien processing, annual audit responsibilities, accounts payable and payroll processing, annual Town budget preparation, Clerk's Office management, and cash-out responsibilities. Under the general direction of the Town Manager, the Finance Director assists in the administration of all Town functions and serves as a member of the senior management team which also includes the Town Manager and the Director of Human Resources.

This individual has constant contact with Town of Gray employees, the public and Town Officials (as applicable) and is expected to maintain a positive working relationship with each. All work must be performed in accordance with State & Federal law, Town of Gray Charter, Town of Gray policies/ordinances/previously established procedures, generally accepted accounting principles (GAAP) and requires sound judgment and the ability to work effectively with others toward the goals established by the Town Manager.

**Supervision:** Supervision is provided to this position by the Town Manager. This position provides supervision to all Town Departments concerning financial matters in coordination with the Town Manager.

**POSITION RESPONSIBILITIES/TASKS**

Illustrative Only, not all-inclusive:

- Provide leadership, advice, direction and controls concerning financial matters for all Departments to maintain the validity of, and transparency concerning all Town financial transactions, in accordance with all applicable financial policies and any other established governing standards
- Establish, maintain and enforce written internal controls for Town financial procedures, standards and processes to ensure the proper and accurate recording of all Town financial transactions
  - Perform routine accounting functions (account reconciliations--all Funds), journal entries, cash transfers (between accounts and across Funds), review and recording of all subsidiary ledger financial transactions, routine/daily Cash-Out for deposits
- Perform the duties of the Town Treasurer as the Town's Deputy Treasurer with full rights concerning the following:
  - Accounts Payable processing Town-wide (including all reporting requirements)
  - Payroll processing Town-wide (including all reporting and withholding requirements)
  - Revenue collection from outside sources

- Annual financial audit facilitation with the contracted outside auditing firm (as required by the Town Charter) as well as the review, verification, finalization and the timely, appropriate distribution of the resulting annual financial statements to the public, and all applicable parties (in accordance with the Debt Management Policy) to comply with all bond, investment and Town liability requirements
- Location, accessibility and disposition of municipal financial records (excepting the Assessor's records) as determined by the most recent State and/or Federal rules concerning the same
- Investment of Town funds in accordance with the Town's Investment Policy
- Debt management in accordance with the Town's Debt Management Policy
- Tax acquired property in accordance with the Town's ordinance concerning the same
- Town-wide financial planning and recommendations in coordination with the Town Manager
- Day-to-day administration of Town funds
- Providing required financial information to the Town Clerk for the Town's Annual Report
- Perform the duties of the Town Tax Collector as the Town's Deputy Tax Collector with full rights concerning the following:
  - Verifying the annual Assessor's Certificate of Assessment
  - Facilitating the production and distribution of annual tax bills
  - Managing tax payment processing by the Clerks and other designated individuals with tax payment processing authorization
  - Auditing individual tax payment accounts, communicating information about the same with taxpayers, lien holders, interested parties and mortgage companies as requested
  - Commencing the tax lien process for outstanding real estate tax balances (including interest) within the time frame allowable by State law, in accordance with the Town's standard procedure
  - Pursuing outstanding personal property tax balances (including interest) in accordance with the Town's standard procedure
- Facilitate and coordinate all stages of the Town's annual budget process and proposals (for both the Town Manager and the Town Council) for all Departments (primarily for the General Fund and the Capital Reserve Fund) and its eventual proposal to taxpayers for adoption, including all Charter-required documentation, any formal presentations requested/required and the necessary Warrant articles for Town Meeting
- Create, coordinate and maintain the Town-wide 15-year Capital Improvement Plan (as required by the Town's Capital Improvement Plan Policy)
- Perform cost control activities; monitor revenues and expenditures to assure sound fiscal control, assures effective and efficient use of budgeted funds, personnel, materials, facilities and time

- Develop, propose and implement essential financial policies as required and requested
- Consult and cooperate with legal counsel to ensure that Town policies/procedures/ordinances comply with Federal and State law making necessary recommendations concerning the same
- With the Town Manager and Human Resources Director, share the role as principal negotiator for the Town in collective bargaining with all municipal unions
- Provide appropriate clarification, coaching and training to applicable employees concerning their financial transaction responsibilities (as detailed in their individual job descriptions) and internal controls as applicable
- Reconcile and facilitate grant awards Town-wide, providing all financial documentation and requisitions as stipulated for each
- In coordination with the Human Resources Director, maintain employee benefit plans as well as the administration of human resource services
- Cross-train the Human Resources Director to process Town-wide Payroll
- Cross-train appropriate designees to process the Town-wide Accounts Payables
- Coordinate with the Human Resources Director to facilitate the annual Worker's Compensation audit
- Facilitate the annual Town liability insurance renewal
- Process Supplements and Abatements as requested by the Assessor
- Study, standardize and make recommendations to procedures to improve efficiency and effectiveness of overall Town operations
- Attend Finance Committee meetings, reporting financial information and details as scheduled
- Recommend changes to the Town Manager regarding the management of the Town's financial operations to ensure for the efficient and effective management of Town funds
- All other tasks as assigned by the Town Manager.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma       G.E.D/High School Equivalent

#### Minimum Education Preferred:

- Associate Degree       Bachelor's Degree       Advanced Degree

#### Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field

#### Prior Experience Preferred:

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town.

**Knowledge, Ability, Skills Required:**

- Working knowledge of generally accepted accounting principles
- Strong analytical and problem-solving skills
- Ability to act with integrity, professionalism, and confidentiality
- Must have proficiency with Windows platforms
- Ability to work independently and exercise good judgment when making decisions
- Ability to assist and coordinate with multiple Department Heads and staff members
- Ability to manage work time and prioritize tasks effectively
- Must have a valid Maine driver’s license

**Knowledge, Ability, Skills Preferred:**

- Working knowledge of municipal government and accounting structure
- Proficiency with municipal accounting software

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call	
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating	
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift	
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionall y	Frequent ly	Constantl y	
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility						
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift	
<b>Postures/Tasks</b>	Never	Rarely	Occasionall y	Frequent ly	Constantl y	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> see                            | <input checked="" type="checkbox"/> hear                            | <input type="checkbox"/> distinguish color                            |
| <input type="checkbox"/> work in diminished lighting               | <input type="checkbox"/> make critical decisions                    | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak                          | <input type="checkbox"/> work at a set pace/rate                    | <input checked="" type="checkbox"/> remember accurately               |
| <input checked="" type="checkbox"/> work under deadlines           | <input checked="" type="checkbox"/> perform multiple tasks          | <input checked="" type="checkbox"/> work independently                |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions |   |
| <input type="checkbox"/> other:                                    |   |   |

**Acknowledgement**

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF GRAY  
POSITION DESCRIPTION**

**DRAFT**

**POSITION TITLE: HUMAN RESOURCES DIRECTOR - ADMINISTRATION  
DATE CREATED: 01/2022**

**Classification:** Full-Time, Exempt

**Narrative:** Under the general direction of the Town Manager, the Human Resources Director assists in the administration of all Town functions and serves as a member of the senior management team which also includes the Town Manager and the Director of Finance/Assistant Town Manager. This position provides professional, administrative, supervisory, and managerial support while assisting with the overall planning and direction of Town administration. This includes, but is not limited to, program and policy development and implementation; serving as a liaison to the Town Council; and coordinating between Town officials, employees, and citizens. Position requires integrity, sound judgment, discretion, the ability to perform a variety of complex administrative, technical, and professional work; and the ability to work effectively with others toward the goals established by the Town Manager.

HR operations responsibilities include establishing standards of performance within the broad framework of policies and objectives, Town-wide classification of positions, recruitment/hiring, employee and labor relations, personnel benefits administration, employee orientation, and staff development. Work is performed in accordance with State and Federal laws as well as Town policies/ordinances/previously established procedures with a high degree of independence.

**Supervision:** Supervision is provided to this position by the Town Manager. With duties commensurate to Assistant Town Manager, this position provides supervision to all Town departments concerning administrative and personnel matters in coordination with the Town Manager.

**POSITION RESPONSIBILITIES/TASKS**

Illustrative Only, not all-inclusive:

- Assist the Town Manager in the daily administration and operations of the Town, and make recommendations to the Town Manager
- Contribute to the overall quality of the Town's service by developing and implementing standards of administrative management and operating practices and procedures that will improve day-to-day operations
- Oversee human resources operations and functions, and enhance them by developing, proposing, and implementing essential personnel policies and practices
- Assess and monitor the distribution of work, support systems, and internal reporting relationships; identify staffing needs; and direct change implementation
- Lead the hiring process and execute the Town's human resource strategy as it relates to current and future staffing needs, retention, and succession planning
- Establish quantitative and qualitative metrics, guidelines, and standards by which department efficiency and effectiveness can be evaluated
- Facilitate and coordinate all professional development, training, and certification activities, including annual and mandatory training for all employees; administer the Town's use of MMA's Online University
- Counsel management in appropriate resolution of employee relations issues

- With the Town Manager and Director of Finance, share the role as principal negotiator for the Town in collective bargaining with all municipal unions
- Provides back-up for the Town Manager, including serving in an Acting capacity in her/his absence to assure the continuing and consistent performance of the duties and responsibilities of the Town Manager
- Lead meetings, represent the Town on committees/task forces, resolve problems of routine nature and emergency/unplanned events, and provide general oversight of Town functions as needed
- Work with the Town Manager and Town Council members to ensure continuity of actionable items related to meetings and workshops
- Conduct research and analysis of organizational trends including review of reports and metrics
- Prepare and review a variety of complex and routine correspondence, memoranda, and staff reports
- Perform risk management; ensure compliance with applicable Federal/State laws, regulations, municipal and other codes and ordinances; train staff in risk management procedures; and ensure work environments are adequate and safe
- Create, maintain, file and update all Town personnel, confidential and training files for all required and pertinent employee information as required by Federal/State law and the Town's Personnel Policy
- Maintain the work structure by reviewing, creating and maintaining accurate job descriptions for all positions
- Oversee the employment application and screening process
- Carry out employment verification and reference checks
- Generate offer letters and administer all necessary background/employment checks for employees, volunteers, and independent contractors
- Conduct new hire orientation to clearly present all applicable employment information, collect all necessary documentation for payroll and benefit purposes, issue equipment or security procedures as required, and print employee badges
- Prepare employee separation notices and related documentation, and conduct exit interviews
- Manage employee benefits programs by assessing benefit needs and trends; recommending benefit programs; educating employees; directing the processing of benefit claims; and facilitating the annual benefit renewal process for all applicable benefits in a manner established by the Town Manager
- Prepare and distribute required and/or pertinent information to employees regarding existing benefits programs, changes to the Personnel Policy and other employment information such as applicable State/Federal law changes/updates
- Process all First Report of Injury for Worker's Compensation claims, including any and all follow-up documentation and coordination necessary with the Workers Compensation Board, MMA, Health Care Providers and the employee
- Process all FMLA and ADA requests and coordinate, as necessary, with the Finance Director, for payroll purposes, and department heads for necessary accommodations

- Review, investigate, and process any harassment claims in accordance with the Town's Personnel Policy
- Maintain all Federal and State required employment notices Town-wide in accordance with the procedures/requirements established by the same
- Facilitate the annual Worker's Compensation audit in coordination with the Finance Director
- Cross-train the Finance Director to administer employee benefits and background checks
- Provide oversight and direction to the Town's Safety Committee in all areas of their purview as detailed by the Town's Personnel Policy
- Consult and cooperate with legal counsel to ensure that Town policies/procedures comply with Federal and State law
- Cultivate professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies
- Attend meetings of the Town Council and other such meetings as requested and authorized by the Town Manager and the Town Council
- Communicate with the Town Manager, Town Council, Town departments, employees, government agencies, local businesses, community organizations, residents, outside agencies, and other individuals as needed to coordinate work activities, exchange information, resolve problems, and generally promote a positive image of the Town
- Perform all other tasks as assigned by the Town Manager

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma       G.E.D/High School Equivalent

#### Minimum Education Preferred:

- Associate Degree       Bachelor's Degree       Advanced Degree

#### Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field

#### Prior Experience Preferred:

5 years of direct experience in this position, especially in a government atmosphere, or a satisfactory equivalent in the estimation of the Town. Management and supervisory experience at a senior level is a plus.

### Knowledge, Ability, Skills

- Knowledge of selection, training, recruiting, and supervision of personnel
- Knowledge of municipal personnel practices and public administration
- Knowledge of wage and salary, and performance appraisal administration
- Strong interpersonal and conflict resolution skills
- Strong supervisory and leadership skills
- Ability to communicate effectively in both written and oral forms with all levels of Town management, the public
- Ability to interpret data and explain complex legal and technical information

- Ability to interpret and implement municipal policies and procedures, Town ordinances, and Federal and State statutes
- Ability to adapt to the needs of the Town and its employees
- Ability to act with integrity, professionalism, and confidentiality
- Proficiency with MS Office and Adobe Pro, and, preferably, TRIO municipal software
- Proficiency with or the ability to quickly learn the Town’s HRIS and records management systems
- Must have a valid Maine driver’s license

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:**

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> see                            | <input checked="" type="checkbox"/> hear                            | <input checked="" type="checkbox"/> distinguish color                 |
| <input type="checkbox"/> work in diminished lighting               | <input checked="" type="checkbox"/> make critical decisions         | <input checked="" type="checkbox"/> perform in fast-paced environment |
| <input checked="" type="checkbox"/> speak                          | <input type="checkbox"/> work at a set pace/rate                    | <input checked="" type="checkbox"/> remember accurately               |
| <input checked="" type="checkbox"/> work under deadlines           | <input checked="" type="checkbox"/> perform multiple tasks          | <input checked="" type="checkbox"/> work independently                |
| <input checked="" type="checkbox"/> understand verbal instructions | <input checked="" type="checkbox"/> understand written instructions |   |
| <input type="checkbox"/> other:                                    |   |   |

**Acknowledgement**

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## **POSITION DESCRIPTION TOWN OF GRAY MAINE**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT TO THE TOWN MANAGER/HUMAN RESOURCE ADMINISTRATOR**  
**DATE CREATED/REVISED: 01/2019; 9/2019; 01/13/2021**

### **Position Title: Assistant to the Town Manager/Human Resource Administrator**

**Narrative:** This salary, exempt position is one of high responsibility, integrity, confidentiality and the utmost discretion, performing a variety of complex administrative, technical and professional work in supporting the administrative needs of the Town Manager and personnel benefits systems of the Town of Gray. This position requires strong interpersonal skills with staff, and the general public, including providing oversight and coordination of infrastructure technology for all municipal facilities. Employee of this class is responsible for the preparation and maintenance of official documents; support of elections; tracking of committees and members, event coordination, preparation of reports and benefit administration. This individual primarily has contact with Town of Gray employees and limited contact with the public and is expected to maintain a positive working relationship with each.

Work is performed in accordance with the Town ordinances and State and Federal laws with a high degree of independence and general supervision from the Town Manager. This position requires that the employee to be a self-starter, organized, detail oriented with time management skills and the ability to multi-task. The candidate should have excellent computer skills with proficiency in MS Office, TRIO Municipal Software, basic understanding of website content and development, basic knowledge in networking and IT administration, a thorough understanding of Town of Gray policies/procedures, and the ability to learn new software.

**Level of Supervision:** The supervision for this position is provided by the Town Manager. This position is also responsible to provide direction and oversight to the IT Administrator, the Website Administrator, the Cable TV Station Manager and the Animal Control Officer.

### **POSITION RESPONSIBILITIES/TASKS**

#### **Essential Tasks, Skills and Requirements:**

- Ability to lift weight in excess of thirty (30) pounds;
- Excellent computer skills with proficiency in MS Office, & TRIO Municipal Software, understanding of website content and development;
- Excellent communication skills both written and verbal;
- Ability to prioritize demands;
- Ability to exercise sound judgment, discretion, and confidentiality.

#### **Examples of Position Tasks: (Illustrative only and not all inclusive)**

- Work with the Town Manager and, as necessary, Town Council members to ensure continuity of actionable items related to meetings and workshops;
- Prepare, coordinate, distribute, and post Town Council agenda packets, contacting interested parties to obtain necessary materials for agenda packets in a timely manner
- Produces all agendas and supporting material packets to meet deadlines, as statutorily required

- Coordinates public notice via newspaper, website and other appropriate means, of meetings and public hearings, as statutorily required
- Maintains all Town Manager files in a neat and orderly status
- Maintains all record books for agendas, minutes and other documentation
- Maintain Town Manager's schedule
- Serves as the FOAA Officer for the Town
- Effectively communicate with the public in order to provide an understanding of general rules, regulations, and procedures of local government
- Prepare and administer the Communication and Information Department budget
- Coordinate requests for use of assembly space in the Town Hall
- Participates in financial transactions, including property taxes, fees, or other municipal charges, as needed
- Prepare Annual Report
- Coordinates and facilitate Town-wide employee mandatory training for OSHA as well as any local standards/requirements as directed by the Town Manager
- Coordinates Annual Volunteer Recognition Celebration
- Create, maintain, file and update all the Town's personnel, confidential and training files for all required and pertinent employee information as required by Federal/State law and the Town's Personnel Policy, including record of insurance coverage, retirement plan, and personnel status (such as date of hire, promotion, transfer, performance review, and date of termination/retirement)
- Review, create and maintain accurate job descriptions for all positions
- Primarily facilitate the hiring process to fill vacant positions and original hires for all Departments, as directed by the Town Manager:
  - Create and post job notices
  - Function as the primary point of contact for applicant resumes and employment applications and maintains the applicant database for each job notice as necessary
  - Acts a member of the hiring committee
  - Schedule and coordinate interviews for the hiring committee, providing sample interview questions and administrative support as necessary
- Coordinate pre-hire requirements (i.e. pre-employment physicals, etc.)
- Perform and analyze all necessary background/employment checks for employees, volunteers and independent contractors
- Conduct new hire orientation to clearly present all applicable employment information (such as recording of hours worked, dress code, lunch breaks, pay procedures, hours of operation, etc.), collect all necessary documentation for payroll and benefit purposes and security procedures as required
- Prepare employee separation notices and related documentation, and conduct exit interviews
- Facilitate the annual benefit renewal process for all applicable benefits in a manner established by the Town Manager
- Analyze existing benefits offered by the Town to establish competitive benefits programs to avoid turnover, and make recommendations concerning the same to the Town Manager
- Prepare and distribute required and/or pertinent information to employees regarding existing benefits programs, changes to the Personnel Policy and other employment information such as applicable State/Federal law changes/updates
- Process all FMLA and ADA requests and coordinate, as necessary, with the Finance Director, for payroll purposes, and Department Heads for necessary accommodations

- Develop and maintain a human resources system that meets the Town’s information needs and to aid in decision-making purposes as determined by the Town Manager
- Maintain all Federal and State required Employment Notices Town-wide in accordance with the procedures/requirements established by the same
- Assist with Elections process, including the following:
  - Process Absentee Ballot Requests
  - Absentee Ballot Preparation for mailing and receiving
  - Maintain accurate records in Central Voter Registration system
  - Assist with Ballot Machine Preparation
  - Support Registrar in all aspects of Election Day and Poll Closing Process
  - Register new voters at polls
  - Serve as Assistant Voter Registrar and Deputy Clerk
  - Prepare food and supply orders for Election Workers
- Perform other duties as may be assigned by the Town Manager

**POSITION REQUIREMENTS/QUALIFICATIONS**

**Position Eligibility Standards:**

**Minimum Education**

X  High School Diploma     X  G.E.D.        Associate Degree

   Bachelor’s Degree            Advanced Degree

**Prior Experience**

3-5  years of direct experience in this position or directly related to the field.

Associate’s Degree or higher preferred, but not required

**Specialized Training**

- Curricular or practical experience related to current office technology, management, public relations, communication and digital media.
- Must attend Title 21-A Election Training, as well as, Registrar Training offered by the MTCCA/SOS.
- Notary Public
- Must attend and maintain knowledge of FOAA trainings and requirements

## Physical Requirements/Other

Title/Department					
Shift Length	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7	<input type="checkbox"/> On call
Shift Type	<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening	<input type="checkbox"/> Rotating	
<b>Lifting/Carrying</b>	<b>NEVER</b> 0 hours	<b>RARELY</b> <10 minutes/shift or up to 1 hour per week	<b>OCCASSIONALLY</b> up to 1/3 shift	<b>FREQUENTLY</b> 1/3-2/3 shift	<b>CONSTANTLY</b> >2/3 of shift
0-10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area		<input type="checkbox"/> between areas		<input type="checkbox"/> throughout facility
<b>Postures/Tasks</b>	<b>NEVER</b> 0 hours	<b>RARELY</b> <10 minutes/shift or up to 1 hour per week	<b>OCCASSIONALLY</b> up to 1/3 shift	<b>FREQUENTLY</b> 1/3-2/3 shift	<b>CONSTANTLY</b> >2/3 of shift
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Running	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cognitive Demands/Sensory Requirements</b>					
<input checked="" type="checkbox"/> See	<input checked="" type="checkbox"/> Hear		<input type="checkbox"/> Distinguish color		
<input checked="" type="checkbox"/> Work in diminished lighting	<input checked="" type="checkbox"/> Make critical decisions		<input checked="" type="checkbox"/> Perform in fast-paced environment		
<input checked="" type="checkbox"/> Speak	<input type="checkbox"/> Work at a set pace/rate		<input type="checkbox"/> Remember accurately		
<input checked="" type="checkbox"/> Work under deadlines	<input checked="" type="checkbox"/> Perform multiple tasks		<input checked="" type="checkbox"/> Work independently		
<input checked="" type="checkbox"/> Understand verbal instructions	<input checked="" type="checkbox"/> Understand written instructions		<input type="checkbox"/> Work outdoors in extreme/mild elements		
<input type="checkbox"/> Other:					

### Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**POSITION DESCRIPTION  
TOWN OF GRAY MAINE**

**DRAFT**

**POSITION TITLE: TOWN CLERK - ADMINISTRATION**  
**DATE CREATED/ REVISED: 12/07/2021**

**Classification: Full Time** Regular, Exempt

**Narrative:** This is a position of high responsibility tasked with the execution of the legal responsibilities of the position of Town Clerk. The position involves extensive public interaction and management of the day-to-day operations of the Clerk's Office including, but not limited to, preparation and maintenance of official documents, supervision of elections, issuance of numerous permits and licenses, administrative activities, and preparation of reports to the Town and various state agencies. This position requires considerable discretion, as many areas of the work require confidentiality.

**Supervision:** Supervision is provided to this position by the Town Manager. This position provides supervision of the Deputy and Assistant Clerks.

**POSITION RESPONSIBILITIES/TASKS**

Illustrative only and not all inclusive, pursuant to changes in best practices and to State statutes, rules, and policies:

- Manage Town Clerk office organizational functions, policies, and staffing of operations
- Establish and maintain a high standard for customer service for the public by phone, e-mail, on the Town website, and in-person transactions
- Maintain vital records such as births, deaths, marriages, burials, and sends periodic reports to the State of Maine Office of Vital Statistics, and issues certified copies of same
- Issue various licenses and permits, including marriage, dog, hunting, fishing, special amusement permits, liquor licenses, and prepares State required forms and maintain all related records
- Register motor vehicles, boats, all-terrain vehicles, and snowmobiles, including the computation and collection of fees and State sales taxes, and prepare weekly reports to the State for same
- Oversee and provide notary services for the public
- Validate official documents, record papers with State and Federal government, and oversee proper destruction of public documents
- Establish and maintain all Town records and archives, including meeting agendas, minutes, and other documentation related to the Town Council
- Coordinate posting of official notices and advertisements, including the posting of meetings and public hearings, as statutorily required
- Serve as the Registrar of Voters
  - Administer all elections including preparing Town election warrant articles, scheduling and appointing ballot clerks; orders and prepares ballots; issue absentee ballots; process and record ballots and report election results and accept voter registration
  - Administer voter registration, process changes, and maintain current voter lists
  - Plan and supervise the election process including preparing polls, ballot boxes, voting machine and ballots
  - Process all election ballots and report results
- Perform oaths of office for town officials and appointees; maintain and communicate terms of office for boards/committees
- Serve as FOAA Officer for the Town

- Preserve all permanent Town records and prepare the Town Clerk Report
- Serve as Assistant Tax Collector, assisting with duties as prescribed
- Provide supervision and leadership to Deputy/Assistant Clerk(s)
- Coordinate Annual Volunteer Recognition Celebration
- Support the Town Manager and Town Council in researching Maine Statutes and Town ordinance and policies pertaining to questions as they arise
- Maintain regular, predictable, and reliable attendance
- Maintain excellent communication and foster a collaborative working environment with all departments as well as with the public
- Place an emphasis on safety, efficiency, quality, and productivity in the workplace
- Follow all Town and Department policies
- Perform related work as required by the Town Manager

**POSITION REQUIREMENTS/QUALIFICATIONS**

**Education & Experience**

**Minimum Education Required:**

- High School Diploma
  G.E.D/High School Equivalent
  Associate Degree (preferred)
  Bachelor’s Degree
  Advanced Degree

**Prior Experience Required:**

3-5 years of direct experience in this position or directly related to the field, or a satisfactory equivalent in the estimation of the Town

**Prior Experience Preferred:**

5 years of direct experience in this position

**Certifications & Licenses**

- Maine driver’s license
- Notary Public
- Dedimus Justice (preferred)
- Maine Certified Clerk (preferred)

**Knowledge, Ability, Skills**

- Knowledge and understanding of Federal and State laws and statutes relating to duties and responsibilities of a Town Clerk
- Knowledge of Town ordinances and previously established procedures as they relate to operations in the Clerk’s Office area and town government
- Understand and follow the laws and regulations governing the activity of a municipal Registrar of Voters
- Understand basic accounting principles, procedures, and the ability to perform a variety of standard mathematical computations
- Knowledge of modern office practices, procedures, and equipment
- Proficiency in department-specific software/applications (TRIO, Microsoft Office Suite, the State of Maine Central Voter Registration database) and/or ability to learn new programs
- Ability to prioritize, manage time, and work under pressure

- Ability to think critically and make timely and appropriate decisions in the scope of assigned work
- Ability to organize, assign, and review work of deputies and other staff
- Ability to communicate effectively, orally and in writing, and deal courteously with the public and town officials
- Accurately complete customer transactions while educating customers regarding necessary information to complete their transactions
- Distinguish and preserve areas requiring confidentiality
- Acquire basic knowledge of administrative, operational, and procedural regulations, and practices of the various other town departments, and implement new practices
- Use independent judgment, problem solve, take initiative, and collaborate to accomplish tasks

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: within area <input checked="" type="checkbox"/> between areas <input type="checkbox"/> throughout facility					

<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift

Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other: Talk on Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

### Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

# POSITION DESCRIPTION TOWN OF GRAY MAINE

**DRAFT**

**POSITION TITLE: ADMINISTRATIVE ASSISTANT - PLANNING**  
**DATE CREATED/ REVISED: 1/2022**

**Classification:** Full-Time, Hourly

**Narrative:** This is a position of responsibility and integrity in the Planning Department requiring the individual to provide the full array of clerical and administrative support. Work includes responding to inquiries, requests, and complaints; preparing reports and correspondence; and maintaining and updating filing systems and records. Individuals in this position will have frequent contact with the public as well as with other employees and Town Officials (as applicable). Individuals will provide general office support to those in the Development Office. All work must be performed in accordance with State law, Town of Gray policies/ordinances/previously established procedures and requires attention to detail, sound judgement and the ability to work effectively with others as well as independently.

**Supervision:** Supervision is provided to this position by the Planner.

## POSITION RESPONSIBILITIES/TASKS

Illustrative only and not all inclusive:

- Maintains daily operations of the office and acts as administrative assistant for the Planner
- Provide a high level of customer service while performing customer transactions (including fee processing as necessary)
- Effectively communicates with all individuals as well as provides the public with an understanding of municipal and state rules, regulations, ordinances, laws and policies within the Planning Department
- Provides preliminary assessment of information submitted by applicants for compliance with applicable standards; for example, building permits and planning board applications.
- Answers basic informational building and land use questions and determine the most appropriate path to address any follow-up
- Sorts, processes, distributes and files correspondence and other materials, determining proper file designations; reorganized and revises the file data base as needed
- Maintains office records and reports; places legal advertisements in newspaper; schedules meetings and appointments; creates or retrieves documents and information needed to prepare for meetings; ensures that newly adopted regulations are published and submitted to appropriate authorities to ensure legal validity
- Schedules the use of meetings rooms as needed for board and committee functions
- Works closely with the various department heads to assure the continuity of actionable items between meetings and workshops
- Provides administrative support and assistance to Planning Board in preparation of zoning articles sponsored by Board at Annual Town Meeting
- Provides full support for the development of meeting minutes, agenda packages, correspondence, public notices, publication of notices to meet state law

- Assists in preparation for and scheduling of public hearings for applicants; posts legal advertisements in local newspaper, notifies abutters of hearing, displays plan for public review; provides follow up support and assistance as needed
- Receives messages and routes them to the proper party for response
- Researches various topics as needed or as assigned
- Perform all other duties as requested and required.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma     G.E.D/High School Equivalent     Associate Degree  
 Bachelor's Degree     Advanced Degree

#### Prior Experience Required:

Three to five years of direct experience in this position or directly related to the field, or a satisfactory equivalent in the estimation of the Town.

#### Prior Experience Preferred:

Four years of direct experience in this position

### Certifications & Licenses

- Must obtain and maintain appropriate Planning Department training
- Must obtain and maintain Deputy Town Clerk status
- Must hold and maintain a valid State of Maine Driver's License
- Notary public commission from the State of Maine (preferred)

### Knowledge, Ability, Skills

- Must possess basic arithmetic/computation skills
- Ability to provide a high level of customer service skills at all times and maintain effective working relationships with Town staff and the public
- Maintain a thorough knowledge/understanding of State regulations and Town ordinances/previously established procedures as they relate to operations in the Planning Department and Town government
- Maintain a thorough knowledge/understanding of State statutes relating to the duties and responsibilities of Town Clerk and Tax Collectors
- Ability to establish and maintain effective working relationships with co-workers, supervisors, Town Officials (as applicable) and the public
- Ability to express thoughts, procedures and instructions clearly and precisely, both orally and in writing
- Must have computer skills (Microsoft Office, municipal software, etc.) and/or the competency to learn new things
- Working knowledge of Trio software as it pertains to Real Estate and/or the willingness to be trained

- Working knowledge of GIS Systems and/or the willingness to be trained
- Working knowledge of Peak Agenda meeting management software and/or then willingness to be trained
- Must have the highest degree of judgment and discretion as employee has access to confidential information in the performance of their duties
- Ability to prioritize tasks in order of importance
- Ability to maintain records, assemble and organize data and prepare reports
- Ability to manage time and responsibilities effectively to perform all duties as required/requested

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights		<input checked="" type="checkbox"/> Evening (Occasional/Rare)		<input type="checkbox"/> Rotating
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					

Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 min/shift or up to 1 hr/wk	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
Postures/Tasks	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:</b>		
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color
<input type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input type="checkbox"/> other:		

### Acknowledgement

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OF GRAY  
POSITION DESCRIPTION**

**DRAFT**

**POSITION TITLE: ASSISTANT DIRECTOR - LIBRARY**

**DATE CREATED: 1/4/2022**

**Classification:** Regular Full-Time Hourly

**Narrative:** The Assistant Director plans and coordinates programs and activities for the adult Library population, aids in collection development of all adult materials, catalogs materials, promotes library use in the community, and shares circulation duties as needed.

**Supervision:** Supervision is provided to this position by the Library Director. This position provides supervision to staff and volunteers in daily operations and in the absence of the Library Director.

**POSITION RESPONSIBILITIES/TASKS**

Illustrative Only, not all-inclusive:

- Assists Library Director in formulating short- and long-term library goals, budgets, and policies; assists in writing, developing, and reviewing procedures.
- Contributes expertise to collection development by reading and evaluating reviews, patrons' requests, and popular trends and selecting items for the collections; participates in materials selection for both print and non-print collections by making recommendations, de-selection, and replacements while operating within the allowed budget. Establishes protocol for weeding and existing collection maintenance.
- Develops and implements programming for adult patrons of the library that supports the mission of the Gray Public Library and fulfills community needs.
- Assist in recruitment, training, and retention of Library volunteers.
- Catalogs library materials as instructed, in compliance with Minerva standards.
- Maintains Library's website, ensuring all material presented is accurate and timely.
- Develops marketing materials for promoting library materials, programs, and services through print, digital, and other evolving means.
- Provide excellent customer service to all Library users.
- Recommends changes to improve operations, streamline work processes, and work collaboratively to provide quality customer service.
- Aids all facets of library duties, including front-desk coverage, interlibrary loan processing, shelving, etc.
- Maintains awareness of developments in cataloging best practices, both within the Minerva system as well as within the entire professional field.
- Stays abreast of library trends and best practices applicable to Library operations; networks with colleagues; attends statewide workshops and conferences.
- Learns and follows standard protocols for Circulation related tasks

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

High School Diploma       G.E.D/High School Equivalent

#### Minimum Education Preferred:

Associate Degree       Bachelor's Degree       Advanced Degree

MLS or MLIS for ALA accredited University, or equivalent experience, is preferred.

#### Prior Experience Required:

3 years of direct experience in this position or relevant experience in libraries providing direct service to the general public.

#### Prior Experience Preferred:

4-5 years of direct experience in this position. Two years of supervisory experience is strongly preferred. Previous work experience with III software is preferred.

### Knowledge, Ability, Skills Required:

- Must be familiar with library clerical procedures and practices and general principles of library technical system
- Must possess knowledge of a wide variety of literature and non-print materials
- Must be able to apply principles of library system to solve practical problems and to respond to information requests
- Ability to identify and analyze new trends in library service
- Ability to work occasionally outside of the library's normal business hours
- Ability to interpret instructions both in written and oral form
- Must possess typing, filing, computer data-entry, and general mathematical skills

## PHYSICAL REQUIREMENTS/OTHER

Light physical effort required in carrying and shelving books, and in performing other typical library functions. For complete list of physical requirements, please see *Functional Demands* sheet below.

**Title/Department: Circulation Assistant: Gray Public Library**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs <input type="checkbox"/> 8-12 hrs <input type="checkbox"/> >12 hrs <input type="checkbox"/> 24/7 operation <input type="checkbox"/> On call				
	<input checked="" type="checkbox"/> Days: <input type="checkbox"/> Nights <input checked="" type="checkbox"/> Evening <input type="checkbox"/> Rotating				
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour/week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried:	<input checked="" type="checkbox"/> within area	<input type="checkbox"/> between areas	<input type="checkbox"/> throughout facility		
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cognitive Demands/Sensory Requirements</b>					
For specific job demands, employee must be able to:					
<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear		<input checked="" type="checkbox"/> distinguish color		
<input checked="" type="checkbox"/> work in diminished lighting	<input type="checkbox"/> make critical decisions		<input checked="" type="checkbox"/> perform in fast-paced environment		
<input checked="" type="checkbox"/> speak	<input checked="" type="checkbox"/> work at a set pace/rate		<input checked="" type="checkbox"/> remember accurately		
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks		<input checked="" type="checkbox"/> work independently		
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions				
<input checked="" type="checkbox"/> other: alphabetizing and arranging					

**Acknowledgement:**

I have received a copy of this position description, along with requirements/qualifications, and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

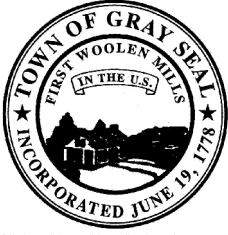
Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Tier 3																				
Community	Salary/Hourly	Gray (adj.)	Difference	Skowhegan	Bath	Cumberland	Topsham	Yarmouth (adj.)	Freeport	Bridgton	Standish	Raymond (adj.)								
Population		8,181		8,258	8,340	8,054	8,768	8,404	8,448	5,271	10,504	4,606								
Valuation		1,029,500,000		993,050,000	981,150,000	1,328,750,000	937,550,000	1,711,350,000	1,739,650,000	1,106,700,000	1,103,700,000	1,150,200,000								
County		Cumberland		Somerset	Sagadahoc	Cumberland	Sagadahoc	Cumberland	Cumberland	Cumberland	Cumberland	Cumberland								
Job Title													Avg	Mean	Median	Tri-Avg	Std Dev	abs(e5)+t5	Count	tri vs avg
Town Manager	\$105,000.00	\$ 105,000	-\$14,657	\$ 74,561	\$ 122,949	\$ 134,523	\$ 113,984	\$ 130,685	\$ 131,508	\$ 112,986	\$ 133,064	\$115,000	118807	117215	122949	119657	-18705	-\$4,049	9	850
Finance Director	\$88,200.00	\$ 88,200	-\$7,228	\$ 64,550	\$ 109,990	\$ 113,000	\$ 90,002	\$ 106,526	\$ 116,522	\$ 71,000	\$ 100,499	\$73,000	93899	91885	100499	95428	-19926	-\$12,698	9	1529
Administrative Assistant to Town Manager (others: Human Resource/Deputy Treasurer)	\$60,000.00	\$ 60,000	\$5,400	\$ 48,384	\$ 58,448	\$ 75,500	\$ 53,352	\$ 48,734	\$ 47,582	\$ 48,734	\$ 47,582	\$56,867	55552	54895	53352	54600	-9783	-\$4,383	7	-953
Clerk	\$22.19	\$ 41,540	\$702	\$ 32,530	\$ 44,678	\$ 44,678	\$ 44,678	\$ 49,808	\$ 44,678	\$ 49,808	\$ 44,678	\$37,211	41057	40512	40945	40838	-7685	-\$6,984	4	-219
Clerk	\$22.00	\$ 41,184	\$346	\$ 32,530	\$ 44,678	\$ 44,678	\$ 44,678	\$ 49,808	\$ 44,678	\$ 49,808	\$ 44,678	\$37,211	41057	40512	40945	40838	-7685	-\$7,339	4	-219
Town Clerk - Appointed			-\$68,251	\$ 65,896	\$ 57,096	\$ 77,606	\$ 62,878	\$ 76,858		\$ 73,191		\$67,642	68738	68374	67642	68251	-7567	\$60,684	7	-487
Deputy Clerk (Assistant Clerk in Gray)	\$23.81	\$ 44,572	\$3,047	\$ 40,644	\$ 36,382			\$ 39,811	\$ 43,907	\$ 39,811	\$ 43,907	\$49,670	42083	41851	40644	41526	-5016	-\$1,969	5	-557
Accounting Clerk? (others: Finance Clerk)				\$ 60,570				\$ 47,133		\$ 47,133		\$9,501	53851	53431	53851	53711	-9501	-\$9,501	2	-140
Bookkeeper / AP?								\$ 61,639		\$ 61,639		\$1,000	61639	61639	61639	61639			1	0
Excise Tax Clerk?				\$ 37,761	\$ 41,711			\$ 49,838	\$ 43,427	\$ 49,838	\$ 43,427	\$4,534	46632	46522	46632	46595	-4534	-\$4,534	2	-37
Deputy Tax Clerk?				\$ 58,698				\$ 48,428		\$ 48,428		\$7,617	38791	38148	38646	38528	-7617	-\$7,617	5	-262
Deputy Treasurer?				\$ 70,616	\$ 53,619	\$ 82,909		\$ 93,582	\$ 84,026	\$ 93,582	\$ 84,026	\$6,974	43052	40109	43052	42071	-22126	-\$22,126	2	-981
Community Dev Director (others: Planning Director)	\$86,000.00	\$ 86,000	\$13,052	\$ 69,701	\$ 70,616	\$ 53,619	\$ 82,909	\$ 93,582	\$ 84,026	\$ 93,582	\$ 84,026	\$6,974	74632	73597	70616	72948	-13179	-\$128	7	-1684
Community Planner (others: Economic Development Director)	\$74,000.00	\$ 74,000	\$964	\$ 34,371			\$ 88,962	\$ 90,147		\$ 72,141	\$ 77,637		72652	68821	77637	73036	-22708	-\$21,745	5	385
Administrative Assistant to Code & Community Dev Assessor	\$24.48	\$ 45,827	-\$139	\$ 44,085	\$ 57,824	\$ 57,824		\$ 49,113		\$ 46,800		\$41,600	47884	47576	46800	45965	-6233	-\$6,095	5	-1919
	\$75,700.00	\$ 75,700	-\$12,731	\$ 75,691	\$ 96,174	\$ 81,765		\$ 104,618		\$ 87,557			89161	88575	87557	88431	-11476	\$1,255	5	-730
Administrative Assistant to Assessor (others: Code/Comm Dev)	\$21.64	\$ 40,510	-\$6,771	\$ 51,411		\$ 57,824		\$ 49,113		\$ 46,800		\$41,600	49350	49061	49113	47281	-5972	\$799	5	-2069
Chief Code Enforcement Officer	\$74,000.00	\$ 74,000	\$2,124	\$ 63,205	\$ 74,298	\$ 88,288	\$ 63,590	\$ 75,790	\$ 79,638	\$ 59,571	\$ 72,578	\$69,000	71773	71275	72578	71876	-9047	-\$6,922	9	102
Assistant Code Enforcement Officer (others: 1/2 time asst (calculated x2 on this sheet))	\$61,500.00	\$ 61,500	\$6,500			\$ 52,000		\$ 58,056		\$ 46,800		\$41,600	55028	54945	55028	55000	-4282	\$2,217	2	-28
Digital Media Coordinator	\$55,000.00	\$ 55,000	-\$7,225			\$ 62,000		\$ 62,449		\$ 62,449			62225	62224	62225	62225	-318	\$6,907	2	0
IT Systems Administrator	\$73,700.00	\$ 73,700	\$73,700																0	
Library Director	\$66,500.00	\$ 66,500	-\$11,459		\$ 78,000	\$ 82,838	\$ 88,941	\$ 76,945	\$ 64,097	\$ 76,945	\$ 64,097		78164	77712	78000	77959	-9184	\$2,275	5	-205
Full-Time Library Aide (others: averages)	\$21.66	\$ 45,053	-\$5,469		\$ 56,000	\$ 37,250		\$ 54,114		\$ 54,114			49122	48329	54114	50522	-10324	-\$4,855	3	1400
Full-Time Library Aide	\$22.98	\$ 47,798	-\$2,723		\$ 56,000	\$ 37,250		\$ 54,114		\$ 54,114			49122	48329	54114	50522	-10324	-\$7,601	3	1400
Recreation Director (others: Community Services Asst Direct / Parks & Rec Director)	\$61,000.00	\$ 61,000	-\$10,027	\$ 68,402.00	\$ 93,662	\$ 85,488	\$ 76,107	\$ 67,623		\$ 56,726		\$61,808	72831	71848	68402	71027	-13118	-\$3,091	7	-1804
Child Care Coordinator	\$22.44	\$ 46,675	-\$2,549	\$ 41,501.00	\$ 47,486	\$ 58,000	\$ 48,282	\$ 54,025		\$ 54,025			49859	49532	48282	49224	-6356	-\$3,807	5	-635
Rec Admin Asst?				\$ 32,339.00				\$ 35,360		\$ 35,360			33850	33816	33850		-2136	-\$2,136	2	-33850
Public Safety Director / Fire Chief	\$79,200.00	\$ 79,200	\$1,498	\$ 81,806	\$ 80,434	\$ 60,979		\$ 92,461	\$ 60,000	\$ 84,480	\$77,205		76766	75906	80434	77702	-12078	-\$10,580	7	936
Assistant Fire Chief (others: Deputy Fire Chief)	\$60,000.00	\$ 60,000	-\$5,056	\$ 73,320	\$ 55,390			\$ 75,990		\$1,035 Qtrly	\$ 60,362	\$64,002	65813	65354	64002	65056	-8683	-\$3,626	5	-757
Public Works Director (others: Highway Superintendent)	\$82,200.00	\$ 82,200	-\$7,813	\$ 81,806.00	\$ 99,736		\$ 91,354	\$ 98,955	\$ 83,824	\$ 90,176	\$ 92,971	\$79,397	89777	89496	90765	90013	-7587	\$225	8	235
Foreman (others: Highway Foreman)	\$25.50	\$ 53,040	-\$3,022	\$ 55,702.00		\$ 63,086		\$ 54,898	\$ 51,626	\$ 55,328	\$ 56,533	\$56,826	56286	56198	55702	56062	-3452	-\$430	7	-224
Light Equipment Operator (others: Truck Driver)	\$20.40	\$ 42,432	-\$3,641	\$ 50,956.00	\$ 44,595	\$ 45,011	\$ 47,882	\$ 48,278	\$ 46,301	\$ 42,765	\$ 44,720	\$44,720	46314	46250	45656	46073	-2609	\$1,032	8	-240
Light Equipment Operator	\$20.40	\$ 42,432	-\$3,641	\$ 50,956.00	\$ 44,595	\$ 45,011	\$ 47,882	\$ 48,278	\$ 46,301	\$ 42,765	\$ 44,720	\$44,720	46314	46250	45656	46073	-2609	\$1,032	8	-240
Light Equipment Operator	\$21.01	\$ 43,701	-\$2,372	\$ 50,956.00	\$ 44,595	\$ 45,011	\$ 47,882	\$ 48,278	\$ 46,301	\$ 42,765	\$ 44,720	\$44,720	46314	46250	45656	46073	-2609	-\$237	8	-240
Light Equipment Operator	\$21.42	\$ 44,554	-\$1,520	\$ 50,956.00	\$ 44,595	\$ 45,011	\$ 47,882	\$ 48,278	\$ 46,301	\$ 42,765	\$ 44,720	\$44,720	46314	46250	45656	46073	-2609	-\$1,089	8	-240
Light Equipment Operator	\$21.42	\$ 44,554	-\$1,520	\$ 50,956.00	\$ 44,595	\$ 45,011	\$ 47,882	\$ 48,278	\$ 46,301	\$ 42,765	\$ 44,720	\$44,720	46314	46250	45656	46073	-2609	-\$1,089	8	-240
Mechanic	\$28.31	\$ 58,885	\$6,210	\$ 51,288	\$ 56,493			\$ 46,925	\$ 56,493	\$ 46,925	\$ 56,493	\$55,162	52467	52331	53225	52674	-4304	\$1,907	4	208
Administrative Assistant to Public Works (others: PW Secretary)	\$21.42	\$ 11,138	-\$33,031	\$ 38,172.00				\$ 50,686		\$ 44,138			44332	44037	44138	44169	-6259	\$26,771	3	-163
Transfer Station Director (others: Director of Waste and Recycling, Recycling Manager)	\$69,000.00	\$ 69,000	\$11,016				\$ 63,918	\$ 61,589	\$ 56,950	Held by Public	\$ 47,622		57520	57162	59270	57984	-7206	\$3,810	4	464
Administrative Assistant for Director	\$20.00	\$ 41,600	-\$728					\$ 42,328		\$ 42,328			42328	42328	42328	42328			1	0
Full Time Transfer Station Attendant (others: avg)	\$17.00	\$ 35,360	-\$6,526	\$ 48,214	\$ 49,005			\$ 40,830		\$ 35,485	\$ 39,342		42575	42253	40830	41886	-5850	\$676	5	-689
Full Time Transfer Station Attendant	\$17.25	\$ 35,880	-\$6,006	\$ 48,214	\$ 49,005			\$ 40,830		\$ 35,485	\$ 39,342		42575	42253	40830	41886	-5850	\$156	5	-689
Full Time Transfer Station Attendant	\$17.50	\$ 36,400	-\$5,486	\$ 48,214	\$ 49,005			\$ 40,830		\$ 35,485	\$ 39,342		42575	42253	40830	41886	-5850	-\$364	5	-689
Building & Grounds Director (others: Dir Park & Fac/Parks Superintendent)	\$75,000.00	\$ 75,000	\$6,277		\$ 68,723			\$ 62,900					68723	68723	68723	68723			1	0
Parks & Facilities Supervisor (others: Park Specialist, Parks & Rec Maintenance Supervisor)	\$30.71	\$ 63,877	\$14,206	\$ 44,704.00	\$ 61,110			\$ 54,076		\$ 40,622			50128	49494	49390	49671	-9237	\$4,969	4	-457
Full Time Building & Grounds Laborer	\$19.00	\$ 39,520	-\$6,780		\$ 46,758		\$ 50,814	\$ 40,914		\$ 40,914			46162	45980	46758	46300	-4977	\$1,803	3	138
Full Time Building & Grounds Laborer	\$18.50	\$ 38,480	-\$7,820		\$ 46,758		\$ 50,814	\$ 40,914		\$ 40,914			46162	45980	46758	46300	-4977	\$2,843	3	138
Part Time Hourly Wages																			0	0
Part-Time Library Aide		\$14.07	-\$1.56	\$ 15.00				\$ 15.63					15.32	15.31	15.32		0	\$1	2	-15.32
Part-Time Library Aide		\$14.32	-\$6.89	\$ 15.00				\$ 21.21					18.11	17.84	18.11		-4	\$2	2	-18.11
Part-Time Transfer Station Attendant (others: avg)		\$16.00	\$0.21					\$ 15.79		\$ 17.06			16.43	16.41	16.43		-1	-\$1	2	-16.43
Part-Time Transfer Station Attendant		\$16.00	\$0.21					\$ 15.79		\$ 17.06			16.43	16.41	16.43		-1	-\$1	2	-16.43
Part-Time Transfer Station Attendant		\$																		



## TOWN OF GRAY

Henry Pennell Municipal Complex  
24 Main St, Gray Maine 04039  
www.graymaine.org

OFFICE OF THE TOWN MANAGER

Nate Rudy, Town Manager  
nrudy@graymaine.org  
(207) 657-3339

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January 26, 2022

TO: Gray Town Council  
RE: Sick and Personal Time Policy data request

The Town Council set a goal for the Town Manager to review and make recommendations to Council to update the current sick time accrual and/or payout provision. I have reviewed the current sick time policy against current employment practices, and in a previous memo and presentation on January 13 recommend revisions along with comments I received from Town staff at a Department Head meeting on January 13.

Town Council asked for several pieces of information to aid with further discussion, which are as follows:

### Analysis of Payouts at Various Years of Service:

Table 1 shows the years of service for full time employees, at various levels.

Table 1. Full Time Employees Years of Service

Years of Service	# Employees	# Employees
over 20 years	4	7.8%
15-20 years	3	5.9%
10-15 years	3	5.9%
5-10 years	7	13.7%
total over 5 years	17	33.3%
under 5 years	34	66.7%
average yrs service	5.8	
total EE count	51	

data as of 12/28/2021

Note that 2/3 of employees have under five years of service in this count.

Table 2 shows the projected payouts upon separation based on the accrued compensation.

Table 2. Accrued Compensation Payouts on Separation

total payout amount by years of service			sick time payout amount by years of service			
	payout amount	% of total		payout amount	% of total	sick time as % of total payout
under 5	\$ 83,122	29.5%	under 5	\$ 37,806	23.9%	45.5%
over 5 years	\$ 198,583	70.5%	over 5 years	\$ 120,213	76.1%	60.5%
over 10 years	\$ 130,945	46.5%	over 10 years	\$ 82,613	52.3%	63.1%
over 15 years	\$ 74,699	26.5%	over 15 years	\$ 49,689	31.4%	66.5%
over 20 years	\$ 56,038	19.9%	over 20 years	\$ 37,440	23.7%	66.8%
Total	\$ 281,705			\$ 158,018		

data as of 12/28/2021

Note that under the current policy, employees with under five years of service are not eligible for the sick time payout. However, the data is included to demonstrate the potential financial obligation assuming the service year minimum will eventually be reached.

Also note that sick time payouts are counted as income when calculating retirement match, and this match amount is not included in the accrued compensation figures as it varies from person to person.

Table 3 shows the projected payout at the end of the fiscal year if the proposed payment for accrued sick time is enacted.

Table 3. Full Time Employee Sick Time Payment Under Proposal

<u>Sick Time Hours</u>	<u>#</u>	<u>%</u>	<u>Payment per</u>	<u>Total Payment</u>
<u>Accrued</u>	<u>Employees</u>	<u>Employees</u>	<u>Employee</u>	
under 100	25	49%	\$ -	\$ -
over 100	14	27%	\$ 100	\$ 1,400
over 200	1	2%	\$ 200	\$ 200
over 500	6	12%	\$ 400	\$ 2,400
over 750	5	10%	\$ 600	\$ 3,000
			total	\$ 7,000

data as of 12/28/2021

Note that nearly half of the employees currently have less than 100 hours of accrued sick time.

Additional notes:

- The Town of Gray established a rolling fund for payment of accrued compensation in FY21, and made payments of \$35K in FY21 and \$25K in FY22 into this fund, which is part of the municipal finance budget. For FY23, we currently have \$25K in this budget line as a placeholder.
- Regarding Long Term Disability insurance (LTD), the current personnel policy includes the following language:

When an employee has accrued nine hundred sixty (960) hours of sick time, the Town Manager may elect to purchase a disability plan on behalf of the employee, in lieu of allowing the employee to continue accruing sick time. If the same employee utilizes their sick time below the accrual level of four hundred eighty (480) hours, the Town will cancel any disability plans purchased on the employee's behalf and allow the employee to accrue sick time in the manner subject to their employment classification.

As part of an alternative approach to the previous recommendations driven by data from comparable size communities, the Town could elect to enforce this current policy rather than establishing a new cap. The Finance Director and I are looking into the costs for providing this LTD insurance.

Thurs – Jan 13<sup>th</sup> – 4-6pm:

**-Council Items: (4-4:45pm) – hard stop for Mo**

- Gray Historical Society Lease (Mo)
- Facilities Study – GHS Building (Mo)

**-Town Manager Items: (4:45-6pm)**

- COLA raises status/other salary adjustments
- Education Fund requests
- Employee Sick Time proposal (accumulation/carryover)
- Contingency fund policy
- Guidance on overall increase

Mon – Jan 31<sup>st</sup> – 4-6pm:

**-Council Items: (4-4:30pm)**

- Senior Tax Assistance Ordinance changes & impact to funding

**-Manager Items: (4:30-6pm)**

- SAFER Grant proposal – addt'l firefighter positions
- Reorganization of Clerks Department/Town Clerk posting
- Planning Dept resources discussion
- Addt'l info on Salary Adjustments – including defined new duties/reassigned duties for positions
- Addt'l info on Employee Sick Time proposal (Council to send requests to Nate)

Thurs – Feb 10<sup>th</sup> – 4-6pm:

**-Presentation of initial budget (4-5:15pm)**

- TIF funds – balances for each/remaining years
- Status of existing Bonds
- Projected new revenue from Commercial Solar Arrays – Nate adv (12/21) that Legis has exempted commercial solar arrays from assessment in error when addressing residential arrays
- ARPA spreadsheet – dedicated expenditures/remaining

**-Assessing: (5:15-5:30pm)**

**-Administration Review: (5:30-6pm)**

- Health insurance increase
- Elections
- Utilities
- Telephone – VOI vs hard lines – any changes?
- Manager's contingency fund

Mon – Feb 14<sup>th</sup> – 4-6pm

**-Building & Grounds:**

- Operations
- Facilities Study proposed changes
- Pennell septic system – evaluation/plan options
- Fencing update – added to CIP
- Electric Charging station – status
- Electric Vehicle conversion plan
- Science Building status

Budget Agendas:

Amended: 01/13/2022

- Contingency Fund status
- Libby Hill Trails
- CIP – [including mortar repair at GHS building & entrance stairwell changes](#)

**-Recreation Dept (overlap with Build & Ground): (Mo)**

- Wilkie's Boat Ramp status
- Pennell Playground status
- Trail extension (Cumby's)

Thurs – Feb 24<sup>th</sup> – 4-6pm:

**-Recreation Dept: (4-5pm)**

- Recreation Dept Operations
- Enterprise/Sub D fund status
- Childcare program update
- MyRec software - update
- CIP requests (1) BB court lights (2) skateboard park fund (3) other?

**-Communication/Information Dept: (5-6pm)**

- Status franchise fees/contract renewal
- Proposal for add'l resources
- Broadband funding
- Town Brand
- CIP – equipment needs

Thurs – Mar 3<sup>rd</sup> – 4-6pm:

**-Transfer Station Dept: (4-4:30pm)**

- Operations – increases in contracts
- Gate installation/sticker price

**-Library: (4:30-4:45pm)**

- Operations – fee changes

**-Committee/Board requests: (4:45-5pm)**

- Community Economic Development
- Blueberry Festival
- Open Space
- Other

**-Planning Dept/Code Enforcement: (5-6pm)**

- Operations/technology/resource changes
- Code Enforcement Resources
  - permits not granted yet – construction underway
  - missing permits – signs installed (example)
  - driveway standards
- Pocket Park status
- Watershed Studies – status
- Stormwater Modeling
- Illumination tool
- Yellow book appraisals/environmental study – tennis court conversion
- Project Canopy grant

Budget Agendas:

Amended: 01/13/2022

- Recreation Economy for Rural Communities Planning Assistance grant
- Planning fund

Tues – Mar 8<sup>th</sup> – 4-6pm

**-Public Safety Dept: (4-5pm)**

- Operations / new contract / staffing status
- Emergency Operations Plan status/costs
- Radio Tower/hardware funding status
- Public Safety Strategic Plan – addt'l asks

**-Public Works Dept: (5-6pm)**

- Operations
- Winter/Summer Roads/Addt'l Garage – changes only
- Striping budget – Special striping (Hancock, testing options, bridge striping, etc.)
- Short Shaker Rd project status – trees
- Main St stormwater – emergency stormwater funding
- Paving study – long term plan/status – crack fill analysis – is it an option (Dan)
- Libby Hill Rd/sidewalks/ MSAD15 emergency exit/Hannaford ext/crosswalk project
- Traffic calming measures funding
- Existing sidewalks maintenance funding
- Flashing 'slow down' or 'speed' signs mounted on poles (Anne)

Thurs – Mar 17<sup>th</sup> – 4-6pm

**-Public Works Dept:**

- Agenda leftover from previous meeting

**-Community Service:**

**-Law Enforcement:**

**-Follow up:**

- [-Council to make decision on Employee Sick Time Policy](#)
- [-GHS Lease change \(1\) move CMP account to solar group \(2\) move fuel purchase to bulk order](#)
- [-Need to make decision on outside fire escape at GHS building \(impact on Cemetery\)](#)

**-CIP Miscellaneous:**

- CIP payment
- Land Acquisition Fund payment
- Other?
- Addt'l funding for Senior programs

Tues – Mar 22<sup>nd</sup> – 4-6pm

**-Follow up:**

**-State Revenue Sharing projections**

**-LD1 status & discussion**

**-School Budget update/timeline**

**-County Budget**

**-Council Discussion on overall budget:**

- Individual suggestions for changes/straw poll each
- Review final numbers for overall budget
- MIL Rate discussion

Budget Agendas:

Amended: 01/13/2022

- Identify separate questions for Warrant Articles
- Identify items to be included in budget presentation
- Identify items to be included in draft budget flyer

Tues – Mar 29<sup>th</sup> – 4-6pm – TC 4/5 meeting agenda posted – presentation for packet due

- Final Follow up:
- Finalize budget presentation – for packet
- Review budget flyer draft & finalize

Tues – April 5<sup>th</sup> – TC Meeting – 7pm – Budget Presentation & Public Hearing – feedback from residents

- Discuss any feedback from residents
- Finalize Warrant article wording

Tues – April 19<sup>th</sup> – TC Meeting – 7pm – appr Warrant Articles

Tues – May 3<sup>rd</sup> – TC Meeting – 7pm – appr Municipal Warrant