

# TOWN OF SOMERS

## Position Description

**Title: Selectman**  
**Department: Selectmen's Office**  
**Reports To: Board of Selectmen,**  
**taxpayers; residents**

**Supervises: None**  
**FLSA Status: Part-time, stipended**  
**Bargaining Unit: N/A**

***This is an elected position.***

**Position Summary:** The two elected Selectmen serve as the advisory board to the First Selectman; participate in Board of Selectmen (BOS) meetings including putting forth motions for action and voting on actions put forth by the BOS per Town Charter and State Statute. In the absence of the First Selectman, either or both may be called upon to act as spokesman for the town on all public policy matters; or to perform ceremonial functions of the town as necessary. Supports the First Selectman in providing necessary leadership to and management of town staff to enable delivery of timely, accurate and high-quality service to all internal and external customers. In the event that the First Selectman is unable to perform the duties of the office, may be called upon, individually or jointly, to fulfill those duties, including management of town government operations, developing ordinances, setting policies, etc.

### **Major Job Duties:**

**Management/Service** – Provides policy advice and authority to the First Selectman in the direction and coordination of the administration of the town in accordance with the Connecticut State Statutes. Serves as a member of the Board of Selectmen, which functions as an Executive Team. Meets regularly with First Selectman to discuss and act on administrative matters. Supports the First Selectman in the reporting of activities of town to the Town Meeting, and to various boards and commissions.

**Policy Planning and Development** –With the First Selectman, coordinates short-term and long-range policy planning and development to address the needs and welfare of the town and its residents. As a member of the BOS, develops, implements, evaluates and adjusts as necessary BOS vision & mission statement, and long-term business plan. Considers and enacts policy proposals developed and initiated by the First Selectman and town boards and commissions. May serve as ex-officio member of town boards, commissions, and committees on behalf of the First Selectman as provided by State Statute.

**Financial** – Regularly reviews and approves scheduled payments for issuance. Reviews and approves annual budget recommendations made by the First Selectman and senior management team for submission to the Board of Finance.

**Board/Commission Liaison** – BOS and its members serve as liaison between Town Government operations and the Board of Finance, Board of Education and other elected boards. Maintains open communication channels and effective working relationships with these other town executive boards.

**Public/Media Liaison** –In the absence or disability of the First Selectman, or similarly at the request of the First Selectman, may serve as town representative and spokesman in meetings with news media, social, civic, or cultural organizations. Similarly, may be called upon to

**Approved by:**

**Approved by:**

**Last Revision Date: 1/09**

**1<sup>st</sup> Selectman/on file**

**HR/on file**

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**Date:**

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represents the town in regional, state and national organizations, meetings or conferences, to assure an awareness of programs and opportunities available to the town.

### Preferred Qualifications:

- Elector of the Town of Somers – required by Town Charter;
- Desirable skills and knowledge would generally be acquired with a Bachelor's degree in Business or Public Administration or some closely related field;
- Five or more years of increasingly responsible administrative experience;
- Valid Connecticut Driver's license desirable.

### Physical Requirements:

This position is primarily situated in a meeting/conference environment. At times the environment may have extensive discussion, distractions and noise. Frequently, interactions will involve inquisitive residents, who may be agitated regarding their inquiries. The incumbent must be able to:

- Regularly sit and work or listen to information for periods in excess of one hour;
- Work with a computer, scanner, facsimile machine, copier, electronic adding machine, and a telephone;
- Tolerate a moderately noisy meeting environment.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

**Approved by:**

**1<sup>st</sup> Selectman/on file**

**Date:**

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**HR/on file**

**Date:**

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