

1. 7:00 P.M. Committee On Personnel Issues

Documents:

[19 FEB 5 PI AGENDA.PDF](#)

2. 7:00 P.M. Committee On Personnel Issues

Documents:

[19 FEB 5 PI MTG.PDF](#)



# Braintree Town Council

## Committee of Personnel Issues

One JFK Memorial Drive  
Braintree, Massachusetts 02184

### MEMBERS

Timothy Carey, Chairman  
Stephen O'Brien, Vice-Chairman  
Thomas Bowes, Member

## AGENDA

**Tuesday, February 5, 2019**

**Starting Time – 7:00 p.m.**

**Johnson Chambers, Town Hall**

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Announcements
4. Approval of Minutes
  - January 8, 2019
5. New Business
  - None
6. Old Business
  - 18 048 Council President: Reclassification Town Clerk and Clerk of the Council or take up any action relative thereto
7. Adjournment



# Braintree Town Council

## Committee of Personnel Issues

One JFK Memorial Drive  
Braintree, Massachusetts 02184

### MEMBERS

Timothy Carey, Chairman  
Stephen O'Brien, Vice-Chairman  
Thomas Bowes, Member

## AGENDA

**Tuesday, February 5, 2019**

**Starting Time – 7:00 p.m.**

**Johnson Chambers, Town Hall**

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Announcements
4. Approval of Minutes
  - January 8, 2019
5. New Business
  - None
6. Old Business
  - 18 048 Council President: Reclassification Town Clerk and Clerk of the Council or take up any action relative thereto
7. Adjournment



# Braintree Town Council

## Committee on Personnel Issues

One JFK Memorial Drive  
Braintree, Massachusetts 02184

### MEMBERS

Timothy Carey, Chairman  
Stephen C. O'Brien, Vice-Chairman  
Thomas Bowes, Member

## January 8, 2019

### MINUTES

A meeting of the Committee on Personnel Issues was held in the Fletcher Hall, Braintree Town Hall on Tuesday, January 8, 2019 at 7:00 p.m.

Chairman Timothy Carey was in the chair.

The meeting was opened with the pledge of allegiance, followed by a moment of silence for all those serving in our armed forces, past and present.

Clerk of the Council conducted the roll call.

Present: Timothy Carey, Chairman  
Stephen C. O'Brien, Vice-Chairman  
Thomas Bowes, Member  
Charles Ryan, Council President, Ex-officio

Also Present: James Casey, Town Clerk  
Shawn McGoldrick, Town Auditor  
Charles Kokoros, Vice-President Town Council  
Thomas Whalen, Town Council member  
Eric Cocca, Town Clerk's Office  
Jane D'Auria, Town Clerk's Office

### Approval of Minutes

- October 22, 2018
  - Motion:** by Councilor O'Brien to Approve Minutes of October 22, 2018
  - Second:** by Councilor Bowes
  - Vote:** For (3–Carey, Bowes, O'Brien), Against (0), Absent (0), Abstain (0)

### Old Business

- 18 048 Council President: Reclassification Town Clerk and Clerk of the Council or take up any action relative thereto

Council President Ryan stated this all began with a conversation with the Mayor to the Town Clerk asking if the Licensing Duties can be brought down to that office. The union positions were negotiated with the union and Human Resources. This Committee on Personnel Issues met and approved the original proposal. It went to the Full Council but no vote was taken at that time because the Committee on Personnel Issues decided to discuss this further. The Town Auditors were brought in to look at this reclassification. The Town Auditors met with Human Resources and submitted a report including a revised proposal. The pay would go back retroactively to July 1, 2018 which is fair and appropriate because they have been doing the work. Even when they said they didn't want to do the work they said they would continue to do the work because they thought it was the right thing to do.

Town Auditor, Shawn McGoldrick stated this was the Licensing Coordinator position at M8E making \$68,000 per year not including benefits. On page 3 of the Town Auditors report it was looked at the top salary level rate not the actual gross pay. It was looked at this way because I had to get confirmation from HR that these numbers were indeed correct. For the Town Clerk, current salary \$97,825 and if the M21 steps C/D are accepted effective 7/1/18 \$99,157 and on 1/1/19 \$102,856 would be the proposed salary level. Because the rates of pay are split between the first 6 months and the second 6 months the entire \$102,856 would not be the actual fiscal year 2019 salary.

Councilor O'Brien asked if the union positions would also be getting the retro-pay. Councilor Carey, Chairman of the Committee on Personnel Issues stated they would also get the retro-pay.

**Motion:** A motion was made by Councilor Carey to accept the Town Auditor's Report  
**Second:** by Councilor Bowes  
**Vote:** For (3-Carey, Bowes, O'Brien), Against (0), Absent (0), Abstain (0)

Councilor Bowes stated he was in possession of the email dated November 14, 2018 and stated as far as he is concerned the email is a withdrawal and we have nothing in writing saying this has come back before us. I am not going to vote on this tonight.

Council President stated the Town Auditor report and revised proposal of reclassifications was presented to the 5 personnel. An email was sent to the Mayor and Council President, Town Clerk's staff and Clerk of the Council on 11/14/18 stating "...we respectfully request that the reclassification be withdrawn at this time"...The Clerk of the Council forwarded this email by the request of the Council President to the members of the Committee on Personnel Issues. Council President spoke with the Mayor and the job was to be posted as full time. After that Council President kept the lines of communication open and the clerk's office said we decided to reconsider and want to accept the offer as the Town Auditors recommendation. Town Clerk, Jim Casey sent a text message stating this to the Council President. Council President called member Carey and called member Bowes and told them that. Council President apologized for not informing member O'Brien. Council President told the Mayor and the Mayor stopped filling the position. The Mayor stated he wants them to take on these responsibilities. Now we are back here to vote on it.

Eric Cocca, Principal Clerk Town Clerk's office stated the letter said at this time and since that letter was written a lot of back and forth happened and that's what has taken us here today. At the time the letter was written it was a no but after reconsidering between us all we reconsidered and agreed and went to the Council President saying so.

Council President stated yes that is when I let people know that they reconsidered.

Councilor Bowes read from the email dated 11/27/18 the last sentence stating, "As a dedicated and professional group of employees, we will continue to perform all licensing responsibilities until a replacement is hired." I just heard someone stating it is different than what is on the email. I just want to straighten the record.

Councilor O'Brien stated this is why I am baffled. Yesterday on the website and I saw that position is still posted. I was coming to this meeting getting inconsistent information. Councilor O'Brien stated he would like some documentation or word from the Mayor's office that the Licensing Coordinator position will not be filled.

Council President stated he would like to see this voted on tonight.

Town Clerk Casey stated the list of events leading to this meeting including how the staff decided to reconsider the work.

Councilor O'Brien wants to TABLE until sometime there is confirmation that the job posting is down off the website and that position is not being filled. Councilor O'Brien requested HR be at the next meeting.

Motion by Councilor O'Brien to TABLE until January 22, 2018.

**Motion:** by Councilor O'Brien  
**Second:** by Councilor Bowes  
**Vote:** For (2–Bowes, O'Brien), Against (1-Carey), Absent (0), Abstain (0)

**New Business**

- None

It was unanimously voted to adjourn the meeting at 7:29pm.

Respectfully submitted,  
Clerk of the Council  
Susan M. Cimino

## **Documents provided for Meeting**

- October 22, 2018 Minutes
- Town Auditor Report including revised Proposals

**Town of Braintree  
Town Clerk's Office Grade Reclassifications  
Town Auditor's Comments – 12/21/18**

We have been asked to review and comment on the salary grade reclassifications for the Town Clerk's Office and Town Council's Office. It is important to note that these opinions are based on the title of the positions being reviewed and not the individual currently in each position.

During the second half of fiscal year 2018 the Licensing Coordinator was out of work for a few months, who then retired shortly after returning to work for a brief period. The Licensing Coordinator split her time between licensing and law. This split was anywhere from a 50/50 split to a 70/30 favoring licensing. This position was a 35 hour per week job, a grade M-8E and earned approximately \$68,000, not including benefits.

During the time the Licensing Coordinator was out and upon her retirement the Town Clerk's Office assumed her responsibilities, which included reviewing license applications, processing license applications, collecting licensing fees and maintaining the licensing records. It was estimated that these responsibilities added an additional 25 hours on average per week to the Town Clerk's Office as a whole, including the Clerk of the Council. It was determined that these offices had the capacity to take on these additional responsibilities.

**Union positions:**

It is our understanding that the three union positions have already been negotiated by the Human Resources Director and approved by the unions. These positions, two Town Clerk staff members and the Assistant Town Clerk/Licensing Coordinator will be performing the vast majority of the licensing work and will receive anywhere from approximately a 8.5% to a 9.6% increase in pay during the time period of 7/1/18 through 1/1/19 when compared to their current salary level, amounting to approximately a \$14,000 budgetary increase. Please see the table on page 3 detailing proposed salary grade reclassifications by the Town Clerk's Office.

**Clerk of the Council:**

The Town Clerk is recommending that the Clerk of the Council move from a M8-E to a M12-C/D. We feel the added responsibilities to the Clerk of the Council related to licensing warrants a grade reclassification for the Clerk of the Council to a M10-D/E.

**Town Clerk:**

The Town Clerk, as the department head of the office, has taken on the additional responsibilities of overseeing the previous Licensing Coordinator's responsibilities that are ultimately being done by his staff. In addition, the Town Clerk also now serves as the Chief Records Access Officer for the Town. These additional responsibilities and tasks we believe warrants a grade reclassification, but not to the extent of the requested M-23 level.

We believe a fair and reasonable grade level of a M-21 would be more in line to other Town department heads and more than fair in comparison to other Towns/Cities who responded to a benchmark survey obtained by the Human Resources Director for the same job title. This increase has a value of



approximately 5% or approximately \$5K, during the time period of 7/1/18 through 1/1/19 when compared to the Town Clerk's current salary level. Please see the table on page 4 detailing the average maximum salary of other like communities in terms of population in Massachusetts for the Town Clerk position.

**Recommendation:**

We believe the revised proposed grades as shown on the table on page 3 are fair and reasonable based on the additional work and responsibilities of the Licensing assumed by the Town Clerk's Office and the Clerk of the Council.

**Town of Braintree  
Salary Grade Reclassifications**

**ORIGINAL PROPOSAL**

Office	Staff Member First Last		Union Position?	Grade Current Proposed (1)		Salary					
						Current Salary Level (2)	Proposed	Proposed	Proposed	Current Level to 1/1/19 \$ Increase	Current Level to 1/1/19 % Increase
							Salary Level Effective 7/1/18	Salary Level Effective 10/1/18	Salary Level Effective 1/1/19		
Clerk's	Eric	Cocca	Yes	S7-D	S14-C/D	43,316	48,976	50,523	50,523	7,207	16.6%
Clerk's	Jane	D'Auria	Yes	S7-E	S14-C/D	44,590	48,976	50,523	50,523	5,933	13.3%
Clerk's	Deb	Starr	Yes	M8-E	M13-C/D	67,508	76,122	80,985	80,985	13,477	20.0%
Clerk's	Jim	Casey	No	M18-E	M23-C/D	97,825	106,963	106,963	111,072	13,247	13.5%
Council's	Sue	Cimino	No	M8-E	M13-C/D	67,508	73,268	76,145	76,145	8,637	12.8%
<b>Totals:</b>						<b>320,747</b>	<b>354,305</b>	<b>365,139</b>	<b>369,248</b>	<b>48,501</b>	<b>15.1%</b>

**REVISED PROPOSAL**

Office	Staff Member First Last		Union Position?	Grade Current Proposed (1)		Salary					
						Current Salary Level (2)	Proposed	Proposed	Proposed	Current Level to 1/1/19 \$ Increase	Current Level to 1/1/19 % Increase
							Salary Level Effective 7/1/18	Salary Level Effective 10/1/18	Salary Level Effective 1/1/19		
Clerk's	Eric	Cocca	Yes*	S7-D	S12-B/C	43,316	46,082	47,429	47,429	4,113	9.5%
Clerk's	Jane	D'Auria	Yes*	S7-E	S12-C/D	44,590	47,429	48,885	48,885	4,295	9.6%
Clerk's	Deb	Starr	Yes*	M8-E	M12-C/D	67,508	70,785	73,246	73,246	5,738	8.5%
Clerk's	Jim	Casey	No	M18-E	M21-C/D	97,825	99,157	99,157	102,856	5,031	5.1%
Council's	Sue	Cimino	No	M8-E	M10-D/E	67,508	68,342	68,342	72,566	5,058	7.5%
<b>Totals:</b>						<b>320,747</b>	<b>331,796</b>	<b>337,060</b>	<b>344,982</b>	<b>24,235</b>	<b>7.6%</b>

\* Union grade reclassification negotiated by Human Resources Director and approved by the unions.

- (1) The second step shown on an individual's proposed grade level would increase on 10/1 (3 months) for Eric Cocca, Jane D'Auria and Deb Starr; however Jim Casey and Sue Cimino's increase would occur on 1/1 (6 months).
- (2) Current annual salary level, regardless of when this level was reached during the fiscal year (i.e., entire FY19 or portion of FY19).

Town Clerk Salaries for Towns/Cities with populations 25K - 45K

city_or_town	survey	FY	job_title	local_title	hours_per_week	maximum_salary	updated_at
Belmont	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY/TOWN CLERK	40	99,053.00	8/6/2018
Norwood	FY19 Benchmark Salary Survey	2019	City / Town Clerk		40	98,297.00	7/5/2018
Braintree	FY19 Benchmark Salary Survey	2019	City / Town Clerk	Town Clerk	35	97,825.00	8/14/2018
Arlington	FY19 Benchmark Salary Survey	2019	City / Town Clerk	TOWN CLERK	35	94,662.00	8/14/2018
Falmouth	FY19 Benchmark Salary Survey	2019	City / Town Clerk	TOWN CLERK	40	92,227.00	10/12/2018
Westfield	FY19 Benchmark Salary Survey	2019	City / Town Clerk	City Clerk	35	88,541.00	8/6/2018
Amherst	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY/TOWN CLERK	37	86,212.00	8/6/2018
West Springfield	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY/TOWN CLERK	37	83,239.00	9/18/2018
Beverly	FY19 Benchmark Salary Survey	2019	City / Town Clerk	CITY CLERK	35	80,554.00	9/21/2018

91,178.89 Average

Date Approved: TBD

Grade: Recommended M-21

Union: Appointed by Town Council

### **TOWN CLERK**

#### **NATURE OF WORK:**

Performs a variety of highly responsible functions across multiple departments; town clerk, licensing board and cemetery, in accordance with state statutes and town by-laws and ordinances. Serves as the town's Chief Records Access Officer and acts as primary Information Source to town departments and general public regarding federal, state and local regulations.

Responsible for administrative and supervisory work in connection with recording, filing and custody of Town records and vital statistics; conducts elections; issues licenses and permits; Municipal Licensing Board, processing Cemetery Department deed recordings and financial transactions; and related work as required. Errors could result in lower standards of service and seriously affect individuals financially, should vital statistics be incorrectly recorded.

#### **SUPERVISION:**

*Supervision Scope:* Exercises judgment and initiative in the planning, administration and execution of the department's services, in the application of laws, regulations and procedures. Performs a variety of highly responsible functions in accordance with Federal and State election laws, Massachusetts General Laws, local bylaws and ordinances and regulations of the Alcoholic Beverages Control Commission and the Department of Revenue.

*Supervision Received:* As defined in the Braintree Town Charter, SECTION 2-8(b): Officers Appointed by Town Council - Town Clerk.

*Supervision Given:* Exercises direct supervision over Assistant Town Clerk/License Coordinator, Administrative Clerks, Election Workers, volunteers and senior tax relief workers.

#### **JOB ENVIRONMENT:**

Work is performed under typical office conditions with some physical effort. Work environment is busy; with frequent interruptions. Work is subject to predicted seasonal fluctuations, which may require additional hours. Regularly operates computer, telephone, copier, facsimile machines and other standard office equipment in addition to election equipment, including automatic voting machines, ballot boxes, poll pads and a variety of software applications.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Manages multiple departments functions, town clerk, licensing Board and cemetery deed recordings, under the Town Clerk Office responsibilities. Establishes methods and practices for the maintenance and safeguarding of town records in accordance with established statutes. Prepares and administers annual budgets for each of the sub-departments within the Town Clerk's Office.
- Management of statutory town clerk functions including: maintenance of town records; coordination/administration of elections; issuance of permits and licenses; recording and reporting of vital statistics and other duties pertaining to the functions of the town clerk in accordance with Massachusetts General Laws.
- Serves as Chief Election Officer. Coordinate and administrate federal, state, and town elections. Manages the operation of election activities; hiring, training and supervision of election workers; direct oversight of details and procedures for elections to ensure that all statutory requirements are adhered to; records the results of election returns with state and local agencies; review and file all campaign and political finance statements; maintain voter database; maintain and test all equipment for voting. Oversees voter registration and certification data; issues, receives, and records absentee and early voting ballots.
- Serves as ex-officio member and Clerk of the Board of Registrars. Participates in the registration of voters; supervises revision of Register of Voters each year; certifies signatures of registered voters on nomination papers of candidates for elective office, referendum and initiative petitions, etc.; transmits lists of registered voters to the Secretary of State; sells registered voter list to approved vendors.
- Processes a variety of state and town licenses, certificates, and permits, including but not limited to, dog licenses, business certificates, raffle permits, burial permits and underground storage permits, in both paper and electronic format, and provides for adequate maintenance of associated records and the collection of fees; maintains appropriate town and state level contact information relating to such licenses and permits;

- Serves as the *custodian of official town records* and responsible for the storage of and filing of all records of the town. Responsible for the town vault and the maintenance, disposition, and preservation of municipal archival records and materials.
- Serves as a local *Registrar of Vital Statistics*. Records vital statistics, including births, marriages, and deaths; prepares monthly reports of vital statistics; forwards to state offices; issues certified copies of records and statistics in accordance with applicable laws. Assist with genealogical research for members of the public.
- Serves as head of the licensing board and manages license board activities as per Section 5-7(c): DEPARTMENT OF MUNICIPAL LICENSES AND INSPECTIONS of the Braintree Charter.
- Oversees the complete procedure for the licensing and renewal process for all licenses under the jurisdiction of the Mayor (all liquor licenses; Class I,II, III motor vehicle licenses; flammable storage; open storage; common victualler; entertainment licenses; amusement licenses; fortune teller; transient vendor; jewelers; auctioneers and special events). Responsible for insuring compliance with the licensing guidelines, following up with the applicants to obtain necessary submissions, requesting comments from applicable town departments, and filing paperwork with proper state agency, when required, as well as preparing annual reports to the Alcoholic Beverages Control Commission and the Department of Revenue.
- Processes license applications and solicits input regarding same from respective Town departments.
- Responsible for recording of cemetery deed recording of grave lot purchases and financial transactions. scheduling and recording of interments and monument installations
- Serves as Chief Records Access Officer for the town; responsible for establishing, implementing, drafting guidelines, training, and monitoring a tracking system for public records requests using a centralized tracking platform.
- Administers oaths of office to all town officers.
- Performs tasks related to the annual census; prepares material for List of Residents, Annual Town Report and Jury List. Supervises street listing, school census and state Census taking.

- Posts notices of open meetings filed by town boards and committees in compliance with the Open Meeting Law.
- Performs a variety of responsible functions, in accordance with state statutes, town bylaws, and office procedures, requiring the exercise of judgment and discretion in the interpretation and application of laws, regulations, and procedures.
- Responsible for the preparation and certification of Town Council Measures (any item that is put before the Town Council for vote).
- Provides administrative support to Town Council Office in absence of the Clerk of the Council
- Records and files Planning Board applications, maps, and decisions; and decisions of the Zoning Bylaw Board of Appeals.
- Answers questions from the general public, directly and by telephone, providing information and making referrals to other offices and agencies, as appropriate; researches questions through official town records and General Laws, as necessary; provides information requested by town officials.
- Prepares departmental budget for preparations for presentation to Town Council.
- Receives all non-criminal fines.
- Collects, records, and reconciles receipts and prepares turnovers to the treasurer on a weekly basis for Town Clerk related transactions, Licensing Board transactions and Cemetery Department deed, interment and monument transactions.
- Maintains personnel records; prepares payroll for department staff; reconciles daily and weekly cash receipts.
- Frequent contact with the general public, and other town departments and officials, including the Town Accountant, Town Solicitor and Mayor's Office. Communication is by telephone, email, and in person.
- Performs other similar or related duties as required, or as situation dictates.

**SPECIAL REQUIREMENTS**

- Massachusetts Notary Public appointment required within 90 days of appointment.
- Massachusetts Criminal Offender Record Information (CORI) approval within 90 days of appointment.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Thorough knowledge of record keeping systems, standard office procedures, Massachusetts General Laws governing elections, voter registration, vital statistics, and licenses and permits.

**Skills:** Supervisory skills required. Excellent organizational skills. Knowledge of state voter registration systems. Computer knowledge a necessity.

**Ability:** Ability to process, file and maintain public records. Ability to establish and maintain effective working relationships with Town Officials, Town departments, and the general public. Ability to express oneself clearly and concisely, orally and in writing. Ability to maintain confidentiality of privacy issues. Must be detail-oriented.

**REQUIRED QUALIFICATIONS:**

Bachelor's Degree in business or public administration or liberal arts preferred; previous experience as an Assistant Town Clerk desirable or five (5) years of successful administrative experience in a responsible position. Ability to obtain commission as a Notary Public and obtain CORI approval. Valid driver's license required. Working knowledge of State, Local and Federal statutes and regulations applicable to the duties and responsibilities of a Town Clerk's office.





Date Approved: ~~May 1, 2013~~  
Grade: ~~M-6~~ Recommendation ~~M-12~~ M10  
Union: Appointed by Town Council

## TOWN COUNCIL

### CLERK OF THE COUNCIL

#### NATURE OF WORK:

Primary support of the Legislative branch of government and liaison to the Executive branch of government and the general public and provides secondary support to the Office of the Town Clerk to include elections and licensing coordinator responsibilities. The Clerk of the Council shall give notice of meetings to its members and to the public, maintain a journal of its proceedings, correspond appropriately with the general public, handle sensitive and confidential information, responsible for financial matters within the Council Office including budgets, payroll, and expenses, develop and execute various Requests for Proposals (RFP), responsible for Information Technology including iPad applications, Council website and calendar, perform complex data analysis, develop public hearing notices, provide Notary Public services for Council Business and perform any other duties that may be provided by ordinance or by other vote of the Town Council. The Clerk of the Council shall provide administrative support to the members of the Town Council and Council Sub-committees at regularly scheduled meetings held outside of normal business hours. ~~and secretarial services to the members of the Town Council.~~

**SUPERVISION:**

*Supervision Scope:* Exercises judgment and initiative in the planning, administration and execution of the department's services, in the application of laws, regulations and procedures.

*Supervision Received:* As defined in the Braintree Town Charter, SECTION 2-8(c): Officers Appointed by Town Council - Clerk of the Council. Reports to the President of the Council (*directly*), and ALL Councilors (*indirectly*) although the majority of work is performed independently, is self-directed and requires personal initiative.

**JOB ENVIRONMENT:**

Work is performed under typical office conditions with some physical effort. Work environment is busy; with frequent interruptions. Work is subject to predicted seasonal fluctuations, which requires additional hours. Regularly operates computer, telephone, copier, facsimile machines and other standard office equipment in addition to election equipment, including automatic voting machines, ballot boxes, poll pads and a variety of software applications.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance. The Town Council as required may assign other duties.)*

- Performs all duties of the Clerk of the Council as described in **Chapter 189 of the Acts of 2005**, also known as the "Braintree Charter" or "The Charter".
- Attends all Town Council meetings and other evening meetings as required. Supervises the recording of meeting minutes and prepares meeting agenda packages and other material as required. Notifies all applicable parties of actions taken at Town Council meetings. ▲

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Indent: Left: 0.25", No bullets or numbering

- Required to exercise discretion, judgement and initiative in order to work within the written policies and procedures of the Braintree Charter and Town Council Rules.

Formatted: Font color: Black

- The Clerk will often be responsible for advising the Council President and other members of the Council with regard to their responsibilities to all Town Council matters.

Formatted: Indent: Left: 0.25", No bullets or numbering

- Maintains records of all Council votes, activities, resolutions, ordinances, changes and proposals. Maintains a record of all ordinances in a book properly indexed and shall number such ordinances consecutively in each year. Shall provide copies of the ordinances enacted during the year for inclusion into the Town's annual report. Shall assist with the periodic review of the charter and ordinances.

- Shall perform the Clerk of the Council duties as specified in *Section 7-7, "Citizen Initiative Measures"* and *Section 7-8, "Citizen Referendum Procedures"* of the Braintree Charter.

- Coordinates the publishing of every proposed ordinance, appropriation order or loan authorization in a local newspaper and any additional manner as described in the Braintree Charter.

- Acts as Records Access Officer (RAO) for Town Council and ensures that all Council records are kept and made available to the general public in accordance with Massachusetts statutes.

Formatted: List Paragraph, Indent: Left: 0.25", No bullets or numbering

- Update Council website to include posting of multiple Council/Committee Agenda, Meeting Documents, Minutes and administrative updates on a regular basis in order to be in compliance with M.G.L Chapter 66 Section 10.

- Provide IT support to members including iPad issues, software updates, evaluation of software, Council event calendar and preparation and delivery of meeting documents.

- In conjunction with Town Solicitor, prepare and execute RFP documentation for Town Auditor Contract and Outside Auditor Contract to include bidding specifications and execution of legal requirements.
- Provide analytical support to Council on various issues.
- Prepare vouchers for payment of bills and maintains accurate records of expenditures. Utilizes Town's financial software to process payroll and invoices.
- Prepare Council budget. Represents Council at Budget Review meetings.
- Provide Notary Public services for Council Business.
- Acts as liaison to the general public for the Town Council. Coordinates with the Mayor's Office and Council members for resolution on a wide range of residential/business issues.
- Answers phones and takes messages for Council members, opens, reviews, sorts and distributes mail and prepares outgoing mail, facsimiles, and parcels.
- Composes, types, copies, prints, files, posts, logs, and/or transmits conventional and electronic correspondence, reports, charts, forms, ordinances/resolutions, legal documents, statements, warrants, affidavits, lists, bids, notices, purchase orders, work orders, and/or related documentation; and maintains and updates related files.
- Creates and/or maintains spreadsheets, databases, filing systems, and resource library. Submits requests to departments as needed by Council members.
- Assists the Town Clerk across all departmental functionalities as directed by the Town Council President and processes all Council Orders.
  - Performs administrative and clerical duties in preparation of Municipal Licensing Board hearings and prepares legal notices required for public hearings as needed.

- Assists in the administration and operation of election activities; enters voter registration and certification data; issues, receives, and records absentee and early voting ballots; certifies signatures of registered voters on nomination papers of candidates for elective office, referendum and initiative petitions, etc.

- On Election Day acts as emergency fill-in for election warden, precinct clerk, inspector and tally clerk

- Regular and predictable attendance.

**KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge:** Thoroughly experienced in office practices and procedures. Working knowledge of IT practices and procedures. Familiarity with municipal government rules and regulations pertaining to the Council as dictated by the "Charter". Knowledgeable in the "Roberts Rules of Order".

**Skills:** Advanced computer application skills including Word, Excel and PowerPoint programs. Strong analytical skills. Excellent organizational and communication skills.

**Ability:** Ability to maintain confidentiality. Ability to multi-task and prioritize assignments. Ability to work independently. Ability to communicate effectively, both orally and in writing. Ability to research information on the internet. Ability to work as a team player and be a self-starter.

**REQUIRED QUALIFICATIONS:**

- Bachelor degree preferred; three years of experience working with a Town Council or Board of Selectmen highly desirable; or five years of progressively responsible general office experience; experience in a municipal setting and dealing with the public strongly preferred; or an equivalent combination of education and experience.
- ~~Five (5) years of experience in general administrative, office management and secretarial work, paralegal and municipal experience strongly preferred.~~
- A thorough understanding of Microsoft Office products such as Word, Excel and PowerPoint required as well as an understanding of IT practices and procedures.
- Must be a Notary Public within 180 days of appointment.

Approved by Town Council Date Approved: 5/1/13 Classification: Mn-6-8 Union: N/A
---

Date Approved: TBD  
Grade: M-8 Recommendation M-12  
Union: B.P.M.A.  
Aptg. Authority: Town Clerk

**ASSISTANT TOWN CLERK / Licensing Coordinator**

**NATURE OF WORK:**

Skilled record keeping and administrative work assisting the Town Clerk in conducting elections and maintaining official municipal records, including, but not limited to, voter registrations, Town Census, vital records, and licensing board records; serves as Licensing Board Coordinator performing administrative and clerical duties associated with Municipal Licensing Board hearings and meetings, and serves as departments Records Access Officer; responsible for processing monetary cash, check and online transactions; all other related work as required.

**SUPERVISION:**

*Supervision Scope:* Exercises judgment and initiative in the planning, administration and execution of the department's services, in the application of laws, regulations and procedures. Performs a variety of responsible functions in accordance with Massachusetts General Laws, local bylaws and ordinances and federal laws and regulations.

*Supervision Received:* Works under the direction of the Town Clerk and in accordance with all applicable Federal, State and Town laws and regulations. Incumbent functions independently referring specific problems to supervisor where clarification or interpretation of policy or procedure is required.

*Supervision Given:* Supervises two full-time employee and provides guidance and direction to other employees within the department as well as election workers, volunteers and senior tax relief workers.

**JOB ENVIRONMENT:**

Work is performed under typical office conditions with some physical effort. Work environment is busy; with frequent interruptions. Work is subject to predicted seasonal fluctuations, which may require additional hours. Regularly operates computer, telephone, copier, facsimile machines and other standard office equipment in addition to election equipment, including automatic voting machines, ballot boxes and poll pads.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Assists the Town Clerk in the administration and operation of election activities; enters voter registration and certification data; issues, receives, and records absentee and early voting ballots; certifies signatures of registered voters on nomination papers of candidates for elective office, referendum and initiative petitions, etc.
- Serves as Licensing Coordinator and performs administrative and clerical duties associated with Municipal Licensing Board hearings and meetings.
- Serves as the Freedom of Information Records Access Officer (RAO) for the Town Clerk's Office, and Licensing.
- In absence of the Clerk of the Council provides backup duties as described in **Chapter 189 of the Acts of 2005**, also known as the "Braintree Charter" or "The Charter"; attends all Town Council meetings and other evening meetings to supervises the recording of meeting minutes.
- The employee has access to confidential information such as restricted vital statistics and criminal offender record information (CORI); requires application of appropriate judgment, discretion and professional office protocols.
- Frequent interactions by phone, in person and correspondence via mail and email, requiring courtesy, tact and discretion with the general public, businesses, all town departments, municipal board and committee members, and state and local agencies; researches questions through official town records and General Laws, as necessary; provides information requested by town officials.
- Performs tasks related to the annual census; prepares material for List of Residents, Annual Town Report and Jury List.



- Records vital statistics, including births, marriages, and deaths; prepares monthly reports of vital statistics; forwards to state offices; issues certified copies of records and statistics in accordance with applicable laws.
- Records, certifies and files Zoning Board of Appeals and Planning Board decisions.
- Processes a variety of state and town licenses, certificates, and permits, including but not limited to, dog licenses, business certificates, raffle permits, burial permits and underground storage permits, in both paper and electronic format, and provides for adequate maintenance of associated records and the collection of fees; maintains appropriate town and state level contact information relating to such licenses and permits;
- Oversees the complete procedure for the licensing and renewal process for all licenses under the jurisdiction of the Mayor (all liquor licenses; Class I,II, III motor vehicle licenses; flammable storage; open storage; common victualler; entertainment licenses; amusement licenses; fortune teller; transient vendor; jewelers; auctioneers and special events). This individual is responsible for insuring compliance with the licensing guidelines, following up with the applicants to obtain necessary submissions, requesting comments from applicable town departments, and filing paperwork with proper state agency, when required, as well as preparing annual reports to the Alcoholic Beverages Control Commission and the Department of Revenue.
- Processes license applications and solicit input regarding same from respective Town departments.
- Assists in the preparation of departmental budget; assists in the preparation for presentation to Town Council.
- Collects, records, and reconciles receipts and prepares turnovers to the treasurer on a weekly basis for Town Clerk related transactions, Licensing Board transactions and Cemetery Department deed and financial transactions.
- Maintains personnel records; prepares payroll for Department staff.

- Maintains department files and public records, many of which are confidential.
- Performs other similar or related duties as required, or as situation dictates.

***Special Requirements***

- Massachusetts Notary Public appointment required within 90 days of appointment.
- Massachusetts Criminal Offender Record Information (CORI) approval within 90 days of appointment.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Thorough knowledge of office practices and procedures; working knowledge of municipal operations and functions, election, licensing and related laws.

**Skills:** Excellent customer service skills. Supervisory skills. Skill in typing and computer applications.

**Ability:** Ability to maintain detailed and accurate records and prepare detailed reports across a spectrum of administrative functions to include election, vital records, **licensing** and financial transactions. Ability to work effectively under time constraints to meet deadlines. Ability to deal tactfully and appropriately with the general public, state agencies and town departments. Ability to organize statistical records and ability to operate various types of office equipment.

**REQUIRED QUALIFICATIONS:**

Bachelor degree preferred; three years of direct experience within the Town Clerk's Department highly desirable; or five years of progressively responsible general office experience; experience in a municipal setting and dealing with the public strongly preferred; or an equivalent combination of education and experience.

Date Approved: TBD  
Grade: Recommendation S-12  
Union: A.F.S.C.M.E.  
Apptg. Authority: Town Clerk

**ADMINISTRATIVE CLERKS - TOWN CLERK'S OFFICE**

**NATURE OF WORK:**

Clerical and administrative support in assisting the department head to discharge the duties of the office, and in managing the daily clerical functions of the Town Clerk's Department, and **Municipal Licensing Board**; all other related work as required. Errors made could result in delay and confusion, have legal and/or financial repercussions and cause adverse public relations.

**SUPERVISION:**

*Supervision Scope:* Exercises judgment and initiative in the administration and execution of the department's services, in the application of laws, regulations and procedures. Performs a variety of responsible functions in accordance with Federal and State election laws, Massachusetts General Laws, local bylaws and ordinances and Alcoholic Beverages Control Commission and the Department of Revenue regulations.

*Supervision Received:* Works under the direction of the Assistant Town Clerk/Licensing Coordinator and in accordance with all applicable Federal, State and Town laws and regulations. Incumbent functions independently referring specific problems to supervisor where clarification or interpretation of policy or procedure is required.

**JOB ENVIRONMENT:**

Work is performed under typical office conditions with some physical effort. Work environment is busy; with frequent interruptions. Work is subject to predicted seasonal fluctuations, which may require additional hours. Regularly operates computer, telephone, copier, facsimile machines and other standard office equipment in addition to election equipment, including automatic voting machines, ballot boxes, poll pads and a variety of software applications.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.
- Maintains records, prepares reports and provides information for state and federal agencies as well as candidates and the general public as requested; compiles and writes various statistical reports.
- Provides assistance to voters and candidates regarding election matters; assists in election activities, including the processing of absentee and early voting ballots as well as the coordination of voter registration.
- Prepares voting lists, updates the jury lists, assist in sorting census materials, in preparation for the updating of census records in the computer, certifies, i.e. verifies signatures of registered voters on petition forms and nomination papers.
- Oversees the complete procedure for the licensing and renewal process for all licenses under the jurisdiction of the Mayor (all liquor licenses; Class I,II, III motor vehicle licenses; flammable storage; open storage; common victualler; entertainment licenses; amusement licenses; fortune teller; transient vendor; jewelers; auctioneers and special events). Responsible for insuring compliance with the licensing guidelines, following up with the applicants to obtain necessary submissions, requesting comments from applicable town departments, and assists filing paperwork with proper state agency, when required, as well as preparing annual reports to the Alcoholic Beverages Control Commission and the Department of Revenue.

- Serves as the Freedom of Information Records Reviewers for the Town Clerk's Office, and Licensing Board.
- Screens incoming mail, inquiries and visitors; responds appropriately to matters not requiring personal attention of the department heads; assists individuals in person or on the telephone; provides information relative to departmental procedures; assists the public and the department in filling out forms and applications; issues permits, licenses and other documents; collects fees and/or fines, maintaining associated records; types a variety of correspondence, memoranda, forms and reports; uses the computer for word and data processing and provides the traditional assistance of a administrative assistant.
- Enters data into several computer programs and applications including the State Voter Registration Information System (VRIS), Freedom of Information Application (FOIA), dog registrations and display kiosk applications.
- Issues a variety of licenses and permits e.g. certified copies of all vital records, (birth, marriage and death) as requested, along with marriage licenses, dog registrations and the various licenses issued by the Licensing Commission; and collecting related documentation and fees.
- Frequent interactions by phone, in person and correspondence via mail and email, requiring courtesy, tact and discretion with the general public, businesses, all town departments, municipal board and committee members, and state and local agencies; researches questions through official town records and General Laws, as necessary; provides information requested by town officials.
- Assists, and in absence of the Assistant Town Clerk, collects, records, and reconciles receipts and prepares turnovers to the treasurer on a weekly basis for Town Clerk related transactions, Licensing Board transactions and Cemetery Department deed and financial transactions.

- In absence of the Assistant Town Clerk, Serves as Licensing Coordinator and performs administrative and clerical duties associated with Municipal Licensing Board hearings and meetings.
- In absence of the Clerk of the Council provides backup duties as described in *Chapter 189 of the Acts of 2005*, also known as the "Braintree Charter" or "The Charter"; attends all Town Council meetings and other evening meetings to supervises the recording of meeting minutes.
- The employee has access to confidential information such as restricted vital statistics and criminal offender record information (CORI); requires application of appropriate judgment, discretion and professional office protocols.
- Regular and predictable attendance.

**KNOWLEDGE, SKILLS, AND ABILITY:**

**Knowledge:** Must have a thorough knowledge of business English, spelling and arithmetic, as well as general knowledge of the laws and regulations affecting department operations. Knowledge and experience with various software computer packages. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment and initiative in responding to inquiries, particularly in situations not clearly defined by precedent or established procedures.

**Skills:** Good communication skills, both orally and in writing. Computer skills, beyond basic, applicable to current office programs.

**Ability:** Ability to maintain complex clerical records and to prepare reports from same. Ability to meet and deal with the general public appropriately and effectively and to maintain a courteous and patient attitude. Must be able to type 45-50 w.p.m.

**REQUIRED QUALIFICATIONS:**

High School graduation, supplemented by advanced training in administrative skills and techniques with three (3) years' experience in administrative and typing, or any equivalent combination of education and experience. Typing, 45-50 wpm.