

## TOWN MANAGER SEARCH TIMELINE

- August 26, 2013-Ruth gives notice-done at end of the November year but will be on the payroll probably until the end of December using floating holidays and vacation time.
- Prior to September:
  - a. Create New Job Description
  - b. Create Job Ad
  - c. In house process or hire outside firm?
  - d. Questions for Board
    - 1. Require residency or so many miles
    - 2. Pay range
- September: Advertise
  - Sun Journal 2 weeks
  - Bangor Paper 1 week
  - Portland Paper 1 week
  - MMA Website
  - MTCMA List serve
- September 23rd-committee starts to review resumes and narrows down to 6 to have for initial interviews
- October 7 & 8-interview of 6 candidates
  - October 21- 2<sup>nd</sup> interview of 3
  - October 22<sup>nd</sup> -3<sup>rd</sup> interview with finalist
- Late October-start negotiations with finalist
- November 10<sup>th</sup>-announce new manager and start date

Town of Jay  
Town Manager

The Town of Jay is accepting resumes for the position of Town Manager. The present town manager is retiring after serving 12+ years in the position. Jay is located in the Western Mountains of Maine on the Androscoggin River. It has a population of 4,885 and has 35 full time employees with a \$5.3 million municipal budget.

Jay operates under a Selectmen/Town Manager form of government with a 5 member board. The Board seeks an applicant with strong background knowledge in Budgetary, Codes, Assessing, Tax Increment Financing, and labor relations. The successful candidate will be required to serve on boards, committees and have a high involvement in the community. Applicants should possess a Bachelor's degree or have equivalent experience. Compensation and benefits depending on qualifications. For questions please call Ruth Cushman at 897-6785 or email [jmanager@jay-maine.org](mailto:jmanager@jay-maine.org). Applications close September 13, 2013 at 4 PM. For full job description, please visit our website at [www.jay-maine.org](http://www.jay-maine.org)

Submit cover letter, resume, salary requirements and 3 references by September 23, 2013 to:

Jay Town Manager Search  
Town of Jay  
340 Main Street  
Jay, Me. 04239

EOE

## **Town of Jay Job Description**

**Job Title: Town Manager**

**Department: Administration**

**Reports to: Board of Selectmen**

**Date: August 2013**

**Nature of Work:** This position is an extremely responsible managerial position with the overall responsibility for the administration of the Town and the execution of Town policies and duties as prescribed by State Law. It involves significant interaction with the Board of Selectmen, employees and the general public.

### **Fundamental Duties:**

- ❖ All duties as outlined in M.R.S.A. 30-A Sections 2636 relating to Town and City Management
- ❖ Represent the Town of Jay on Boards and Committees as requested
- ❖ Monitor all applications for State and Federal Grants
- ❖ Coordinate departmental activities and set attainable goals for all departments
- ❖ Conduct annual performance evaluations on all employees directly under management control
- ❖ Serve as the Road Commissioner, Police Commissioner and all other positions as designated by the Board of Selectmen
- ❖ Shall serve on the Road Committee, Recycling Committee and other committees as designated by the Selectmen
- ❖ Shall conduct Department Head meetings at least bi-annually
- ❖ Shall assume supervisory responsibilities of Department Heads and non-union employees
- ❖ Become deeply involved in the Town's Safety Program and Committee
- ❖ Be an active participant in the Town's Wellness Program and encourage participation of others
- ❖ Be able to provide back up for General Assistance

## **Desirable Knowledge, Abilities and Skills**

- ❖ Ability to work with employees and citizens to resolve all issues
- ❖ Ability to organize time and delegate responsibilities as reasonable
- ❖ Ability to work with appointed and or elected Boards
- ❖ Must be able to communicate well and convey ideas and goals effectively
- ❖ Ability to operate a motor vehicle and maintain a valid Maine Driver's License

## **Education and Experience**

- ❖ Experience in Management field, preferably municipal management
- ❖ Experience or training in municipal finance, code enforcement, assessing practices, drug and alcohol testing policies, and budget development and management
- ❖ A combination of college degree, related courses in municipal management, extensive experience in municipal management or equivalent experience.
- ❖ Experience with bargaining units
- ❖ Experience working with major industry including the Tax Increment Financing Agreements

## **Other Qualifications**

- ❖ Must be bondable
- ❖ Must be or become a member of Maine Town, City and County Management Association
- ❖ Must be or become a Certified Municipal Manager
- ❖ Must become a committed Community Participant by being involved with the Chamber of commerce, School, Community Projects
- ❖ Must be willing to sit on such Boards and Committees such as, but not exclusive to the AVCOG Board, Chamber Committees, Verso's Community Engagement Board as requested.

This employee will be required to work in a general office environment.

The duties listed above 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 of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

## INITIAL INTERVIEW QUESTIONS FOR JAY TOWN MANAGER POSITION

Opening statement to make candidate comfortable. We want this to be somewhat casual. We are asking all candidates the same questions in this round. We hope that you will feel comfortable with us and ask us any questions you might have. To start on a light note, the ladies in the front office always like us to ask this simple question. If you were a tree, what kind of tree would you be and why?

1. Have you read the Town Manager job description? If you have, do you feel that you have the qualifications to do the job?
2. What is your management philosophy? Are you a commander or a coach?
3. Have you had any experience with Trio? Assessing? Code Enforcement?
4. Please describe to the Board what you think the relationship should be between the Board and the Town Manager?
5. As Town Manager how would you keep the board informed of the affairs of the town without over burdening them with unnecessary administrative details?
6. How would you handle citizen complaints?
7. Outside of Municipal Government what are your interests and how do you use them to handle the stress of the job?
8. Share with the board what you feel your greatest strengths are and why you are a good prospect for the position?
9. Have you ever had any experience working with large industry such as Verso and have you any experience with TIFS?
10. Please tell us about a mistake you made on your previous job and how you handled it?

11. The citizens of Jay are very diverse with many taking different perspectives. Have you ever been in a position where two people wanted you to take opposite positions on the same issue?
12. In the Town Manager position every day is different. You can come in with your day planned and a phone call, email or visit can change everything. How do you take care of the unexpected and get your work done?
13. If you were the successful candidate, when would you be available to start in this position?
14. Where would you like to be in 5 years?
15. Tell us about yourself?
16. Do you have questions for us?

# Questions you can not ask

## The 25 off-limits interview questions

Job interviews present a minefield of legal problems for supervisors. One wrong question could spark a discrimination lawsuit by a rejected candidate.

That's why managers should never "wing it" during interviews. Instead, it's best to create a list of interview questions. Every question you ask should somehow relate to this central theme: "How are you qualified to perform the job you are applying for?" Managers usually land in trouble when they ask for information that's irrelevant to a candidate's ability to do the job.

Federal and state laws prohibit discrimination on the basis of an applicant's race, color, national origin, religion, sex, age or disability. Some state laws also prohibit discrimination based on factors such as marital status or sexual orientation. Asking questions relating to any of these topics is legally dangerous.

To avoid the appearance of discrimination during interviews, do not ask the following 25 questions:

1. Are you married? Divorced?
2. If you're single, are you living with anyone?
3. How old are you?
4. Do you have children? If so, how many and how old are they?
5. Do you own or rent your home?
6. What church do you attend?
7. Do you have any debts?
8. Do you belong to any social or political groups?
9. How much and what kinds of insurance do you have?

The following questions relating to a person's health could result in a lawsuit under the Americans with Disabilities Act (ADA) or state disability law:

10. Do you suffer from an illness or disability?
11. Have you ever had or been treated for any of these conditions or diseases?
12. Have you been hospitalized? What for?
13. Have you ever been treated by a psychiatrist or psychologist?
14. Have you had a major illness recently?
15. How many days of work did you miss last year because of illness?
16. Do you have any disabilities or impairments that might affect your performance in this job?
17. Are you taking any prescribed drugs?
18. Have you ever been treated for

drug addiction or alcoholism?

Many companies ask female applicants questions they don't ask males. Not smart. Here are some questions to avoid with female applicants:

19. Do you plan to get married?
20. Do you intend to start a family?
21. What are your day care plans?
22. Are you comfortable supervising men?
23. What would you do if your husband were transferred?
24. Do you think you could perform the job as well as a man?
25. Are you likely to take time off under the Family and Medical Leave Act?

**Final point:** If a job candidate reveals information that you're not allowed to ask, don't pursue the topic further. The "she brought it up" excuse won't fly in court, so change the subject right away.