

# Town of Searsmont, Maine

## Job Description

Job Title: General Assistance (GA) Administrator  
Supervisor: Board of Selectmen

### Job Summary

This is a regular part time position that may be combined with other positions. The primary function of this job is to administer a program that provides basic necessities such as food, shelter, utilities, fuel and certain other items, that may be essential to eligible residents and families in Searsmont during a time of need. This position works under the direction of the Board of Selectmen.

### Primary Duties & Responsibilities

This position requires working closely with the Board of Selectmen to address the needs of the Town of Searsmont as directed by the Board of Selectmen. Duties include:

1. Ensuring the timely annual adoption of General Assistance Ordinance Appendices promulgated by the State of Maine.
2. Communicating with the Maine Department of Health and Human Services in order to insure Town compliance with Title 22 M.R.S.A §4305(4).
3. Interacting with applicants in a manner that respects their dignity while encouraging self-reliance.
4. Administering the Searsmont GA Program in a manner that is readily accessible to and useable by individuals with disabilities.
5. Providing applicants with information regarding their rights and responsibilities under the Searsmont GA Program.
6. Acting promptly on all applications for assistance and requests for fair hearings.
7. Providing applicants with a written notice stating the specific reasons for all GA Administrator decisions.
8. Providing written notice to applicants that they may appeal any GA Administrator's decision to the Searsmont fair hearing authority pursuant to Article VII of the Searsmont General Assistance Ordinance.
9. Posting a notice stating the day(s) and hours the GA Administrator will typically be available.
10. Being available to take applications in the event of an emergency at all other times.
11. Maintaining complete and accurate records pertaining to each applicant and recipient.
12. Maintaining confidentiality of information pursuant to Article III of the Searsmont General Assistance Ordinance.
13. Perform other related duties as required by the Board of Selectmen.

### Required Minimum Qualifications

1. A high school diploma or equivalent.
2. Six months of experience in a highly regulated and prescribed environment, preferably in a municipal setting.

### Required Knowledge, Skills, and Abilities

1. Knowledge of applicable State Statutes and local ordinances.
2. The ability to work with limited supervision.
3. The ability to multitask, prioritize appropriately, and complete work in a timely manner.
4. Basic typing skills.
5. Accuracy and attention to detail.
6. Dependability, flexibility, and the ability to maintain confidentiality of information as necessary.
7. A commitment to excellence in customer service.
8. The ability to communicate effectively with customers and co-workers.
9. The ability to competently handle the general public in situations requiring tact and patience.
10. Ability to work effectively with other employees, the Board of Selectmen, and the general public in person and via telephone.
11. Ability to attend outside training as required to perform job duties.
12. Computer skills necessary to effectively utilize word processing, database, and spreadsheet software applications.

### Working Conditions

1. This is a regular part time position that may be combined with other positions.
2. Office days and hours are established by the Board of Selectmen and set forth in the Searsmont Personnel Policy.
3. Attendance at required training will be reimbursed per the Searsmont Personnel Policy.
4. Benefits are assigned based upon the Personnel Policy for part time employees unless other positions have been added that result in a full time position with full time benefits.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.