

Town of Farmington – Town Clerk

The Town of Farmington is seeking qualified applicants for the position of Town Clerk. This is a full-time Department Head level position reporting directly to the Town Manager.

This position is responsible for all functions of a Town Clerk, including, but not limited to, the planning, supervising, and administering of all elections, official town record preparation, maintenance and custodianship, state vital records, licenses and permits, certification of official documents, administering oaths of office, reporting, posting of official notices and advertisements, preparation of daily deposit for monies received in the Clerk's office, maintenance of terms of office for boards and committees and supervising the Deputy Town Clerk and Assistant Clerks.

Additionally, this position has responsibilities as Deputy Tax Collector and General Assistance Administrator. The Deputy Tax Collector oversees and participates in the collection of various taxes, including excise tax on new and used automobiles, trucks, trailers, motorcycles, and boats and property taxes. They also prepare all tax liens for the Tax Collector. The General Assistance Administrator oversees the immediate aid for persons who cannot provide the necessities essential to maintain themselves or their families. Work must be performed in accordance with Town Ordinances as well as State and Federal laws.

Job Requirements:

- Minimum 3-5 years of municipal office experience
- Associates Degree, Bachelor's degree preferred
- Must be bondable
- Knowledge and proficiency in Maine voter registration and elections management
- Be a Notary Public or become one within 6 months
- Have a valid Maine driver's license
- Proficiency with Microsoft Office products; TRIO, Central Voter Registration (CVR) system
- Aptitude to establish and maintain effective working relationships with Town officials' employees and the public
- Capacity to quickly assimilate and implement information
- Robust critical thinking skills
- Ability to communicate verbally and in writing; and
- Capacity to organize, prioritize, and complete work assignments with minimal supervision
- Capability to plan, assign and supervise the work of subordinates
- Ability to sit, stand and lift 25 lbs., occasionally for long periods of time

Farmington is an Equal Opportunity Employer and offers a competitive compensation package.

Applications may be found on the Town's website at <https://www.farmington-maine.org> or obtained at the Farmington Municipal Building, 153 Farmington Falls Road, Farmington, Maine 04938. Email your completed application, cover letter, and resume to townmanager@farmington-maine.org. Applications will be accepted until the right candidate is found. If you have any questions, please call Cornell Knight, the Interim Town Manager, at (207) 778-6538. EOE