

## Fair Hearing Authority

### Details:

Term Length	2 Years
Term Limit	None
Meeting Schedule	Meeting scheduled as needed
Meeting Location	Determined when meeting is scheduled
Staff Contact	Health & Welfare Director
Legal Reference	General Assistance Ordinance, Article VII, Section 7.3
Number/Type of Members	May be the municipal officers or one or more persons appointed by the municipal officers.
Compensation	None
Member Requirements	Residency Required
Member Restrictions	Must not have participated in the decision which is subject to the appeal.

### Nature of Work:

Conduct interviews with claimants who have appealed the decision of the General Assistance Administrator, collect evidence, evaluate testimony and evidence and render a decision, which is to be communicated in writing to the claimant.

### Duties and Responsibilities:

Attend scheduled hearings, review materials provided, apply the laws and regulations fairly and equitably.

### Specific Abilities and Requirements:

- Ability to work collaboratively in a group setting.
- Ability to interpret and apply applicable local ordinances and state and federal laws.
- Must adhere to the City of Waterville Code of Ethics.
- Possession of the ability to conduct interviews and gather evidence is helpful.