

Position Title:	Town Administrator	Grade Level:	N/A
Department	Selectmen	Date:	March, 2019
Reports to:	Board of Selectmen	FLSA Status	Exempt

Statement of Duties: Serves as the Chief Administrative, Financial, & Operating Officer of the Town for the Board of Selectmen [Chief Executive Authority]. In such capacity, provides professional administrative, technical and supervisory work in managing and directing all town activities, departments and projects on behalf of the Board of Selectmen including the establishment of departmental goals and objectives, policies and regulations. Researches, analyzes and recommends changes in Town policies, personnel, systems and procedures, and serves as liaison and coordinator between Town officials, employees and citizens; all other related work as required including reports to the Board of Selectmen as the Board may direct. Responsible for the safety of all Town employees and building operations.

Supervision Required: Works under the general policy direction of the Board of Selectmen in accordance with town bylaws, policies and procedures as well as state and federal statutes. Functions with considerable independence and is directly accountable for actions.

Supervisory Responsibility: Performs highly responsible work of a complex nature requiring the exercise of independent judgment and initiative in providing professional guidance to the Board of Selectmen and professional management and oversight of departments heads, Town departments, boards and committees, concerning the long range planning, development, implementation and administration of policies, goals, regulations and statutory requirements related to the administration and operation of the Town. Position involves analyzing administrative problems and recommending and implementing solutions.

Has direct supervisory responsibility for all department heads reporting to the Board of Selectmen, staff within these departments and several part-time positions. Responsible for coordinating the work and administrative activities of those employees not report directly to the Board of Selectmen. Evaluates department heads; manages labor relations issues and recommends disciplinary actions to the Board of Selectmen. Recruits, screens and recommends personnel to the Board of Selectmen for appointment.

Confidentiality: Has access to a wide variety of confidential information.

Accountability: Errors in judgment could have a significant and continuous effect on the Town's ability to deliver services and may have direct financial and legal repercussions, loss of revenue, damage to buildings or equipment, injury to employees and cause considerable adverse public relations and potential liability to the Town.

Judgment: Position requires the use of extensive good judgment and initiative within policies and procedures that may require interpretation and direction to others and developing appropriate responses.

Complexity: The work consists of employing many different concepts, theories, principles, techniques and practices relating to a professional field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending

improvements; planning long range projects; devising new techniques for application to department operations, recommending policies, standards or criteria.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions. Operates a computer and associated technical software and general office equipment. Position requires frequent night meetings and work on weekends as needed; may be contacted at home at any time to respond to important situations and emergencies. May be required to attend community and civic events to represent the Town.

Nature and Purpose of Relationships: Makes constant and direct contact with the public requiring significant perceptiveness and discretion with all departments and boards, members of the business and civic community, labor union representatives, attorneys, and state, federal and local officials as well as the media. Contacts require excellent customer services skills, persuasiveness and resourcefulness.

Occupational Risk: Duties of the job present little potential for injury to the employee.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

The Town Administrator is the Chief Administrative, Financial, and Operating Officer of the Town for the Board of Selectmen as Chief Executive Authority and is responsible for the administration of Town affairs. In addition, the Town Administrator is responsible for:

- Setting guidelines for budget parameters in consultation with the Board of Selectmen;
- Preparing and administering the operating and capital budgets of the Town;
- Preparing, formatting and presenting the annual operating budget for all departments, boards and committees;
- Assisting in the development and submission of the annual capital plan;
- Presenting the total budget package to the Finance Committee;
- Overseeing, and is responsible for, the planning, administration, personnel management, procurement and coordination of the daily operation of the Town;
- Providing leadership and direction in the development of short and long range plans;
- Gathering, interpreting and preparing data for studies, reports and recommendations;
- Providing professional advice to Selectmen, and oversight of boards and committees and department heads;
- Making presentations to boards, Town Meeting and the general public as needed;
- Preparing the agenda and attending all meetings of the Board (unless otherwise excused), and briefing board members on meeting discussion, alternatives and resolutions;
- Receiving and making appropriate disposition or referral of all Board correspondence and communications;
- Advising and assisting the Board of Selectmen in carrying out their responsibilities as promulgated in MGL, Regulations, or Town By-Laws through active assistance or delegation;
- Anticipating the needs of the Selectmen for information and back ground materials;
- Ensuring that all decisions of the Board are carried out;
- Keeping the Board advised regarding departmental operations and financial health;
- Establishing goals, objectives and policies based on the needs of the Town;

- Providing supervision, direction and guidance, including regular communication and development of said goals and objectives for all Town staff and department heads;
- Overseeing all departments in any administrative or operational areas to ensure regulatory, statutory or procedural compliance;
- Responsible for managing the collective bargaining process and negotiating employment contracts subject to the approval of the Board of Selectmen. Developing bargaining concepts and strategies for the Board's approval. Managing all bargaining sessions and grievance hearings. Advising officials on the impact of contract terms on personnel system, wage administration and fiscal objectives;
- Serving as the Town Personnel Officer managing and overseeing all Human Resources & Personnel functions and addressing issues;
- Serving as the Public Safety Commissioner and overseeing all Public Safety functions and ensuring the orderly and efficient provision of services of same;
- Serving as the Board of Selectmen's representative to Town boards committees, local, state and federal agencies;
- Negotiating and assisting citizens in their interaction with all Town departments, boards and committees;
- Investigating complaints and developing responses and, when appropriate, directing corrective action after consultation with the Board of Selectmen;
- Preparing all Town meeting warrants and motions. Develops and compiles background materials for Town Meeting and shall be available at Town Meeting to assist as needed;
- Overseeing all Town automated information systems and making recommendations for improvements relative to systems;
- Overseeing the coordination and compilation of annual Town reports;
- Facilitating annual license renewals and board and committee appointments, as well as any other procedures which are under the statutory authority of the Board of Selectmen;
- Approving grant applications for all departments consistent with state statute;
- Interviewing and recommending to the Board of Selectmen individuals for appointment to the Town's Boards/Committees/Commissions;
- As the agent of the Board of Selectmen, may inquire, with or without notice, into the conduct of office of any officer, employee, Board/Committee/Commission, or department;
- Undertaking special projects; and
- Serving as the Chief Information Officer and responds to crises or matters of public relations.

Recommended Minimum Qualifications:

Education and Experience: Master's degree in finance, public/business administration or related field; minimum of five (5) years of successful municipal management experience as a Chief Administrative Officer or Deputy/Assistant Chief Administrative Officer, or a related field; municipal management strongly preferred, or any equivalent combination of education and experience. Knowledge of Massachusetts General Laws, labor relations, personnel administration, municipal finance and town meeting process. Experience with elected officials and volunteer committees a plus.

Knowledge, Abilities and Skill

Knowledge: Thorough knowledge of Massachusetts General Laws (i.e., Chapters 30B, 32B) and federal statutes (i.e., FLSA, FMLA, AA/EEO, ADA), pertaining to municipal government including finance budget, personnel policies and practices, collective bargaining, IT management and

operations. Sufficient knowledge of emerging technologies and to recognize their value to the Town. Expertise in the operation and organization of municipal government. Comprehensive knowledge of the various financial requirements of municipal government.

Abilities: Ability to direct and evaluate the work of department heads as well as professionals and other subordinates including office staff. Ability to plan, organize and direct the development of projects, the preparation of reports, analysis of problems and formulation of solutions. Ability to bring people together around complex goals and develop consensus among community groups and individuals that may not share common priorities. Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees, board/committee members, agencies, officials, media and the public. Ability to prioritize and manage multiple tasks and delegate authority in a prompt and effective manner. Ability to negotiate contracts, agreements and appropriate working arrangements and achieve timely results under stressful circumstances. Must be comfortable with public speaking and possess meeting presentation skills.

Skills: Strong oral communications skills and the ability to represent the Town before an array of organizations including providing statements to the media. Excellent writing skills required to prepare various reports and position papers. Strong organizational skills and the ability to manage a large number of projects and tasks. Skill in the utilization of technology as a means of strengthening the organization and its services. Professional skills related to customer service. Skill in remaining non-political, yet understanding local government politics.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Minimal physical effort generally required in performing duties under typical office conditions.

Motor Skills: Position requires the ability to operate and view a keyboard and standard office equipment. The employee is frequently required to use hands to finger, handle objects, tools or controls and reach with hands and arms. The employee is frequently required to sit, talk and hear. Incumbent may be required to lift up to 10 pounds.

Visual Skills: Position requires the employee to constantly read documents, computer screens, and reports for understanding and analytical purposes. Employee is rarely required to determine color differences.