

Position Title: Town Administrator

Hours/Compensation: This position is a full time, salaried, exempt position. Due to the nature of the job additional hours beyond the normal workweek may be necessary.

Benefits: Full benefits. Please see the Employee Manual for more details.

Statement of Duties:

The Town Administrator (TA) works with all town departments toward the achievement of common goals for the Town. The town administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, nor engage in any other business or occupation during such service, unless in advance approved by the Select Board. Professional administrative, technical and supervisory work in managing and directing town activities, departments and projects on behalf of the Select Board 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.

Supervision Required: The TA is appointed by the Select Board and functions under its jurisdiction and policy direction in accordance with town bylaws, policies and procedures, state and federal statutes. The TA will refer specific issues or problems to the Select Board when clarification or interpretation of town policy or procedures is required.

Confidentiality: Employee has complete access to all municipal confidential information in accordance with the State Public Records Law.

Supervisory Responsibility: The employee is accountable on a town-wide basis for success of programs accomplished through others. Analyzes program objectives, reviews work operations, estimates and allocates the financial and staff resources required, including recommendations to the Select Board for the hiring, training, and disciplining of employees. Employee provides direct supervision of Select Board staff, department heads, and individual staff under the jurisdiction of the Select Board. Recruits, screens and recommends personnel to Select Board for appointment.

Essential Functions: The powers, duties, and essential functions of the TA shall include, but are not limited to, the following:

- a. The TA supervises and is responsible for the efficient administration of all departments, commissions, boards and officers.
- b. The TA attends all regular meetings of the Select Board except meetings at which the TA's removal is being considered, and attends all town meetings and shall be permitted to speak when recognized by the moderator.
- c. The TA keeps the Select Board fully advised as to the needs of the town and shall recommend to it for adoption such measures requiring action by them or by the town meeting as the TA may deem necessary or expedient.
- d. The TA works collaboratively with the Town Accountant to prepare and submit to the Select Board and finance committee an operating and capital improvement budget, as provided by the town's bylaw and MGL. The TA shall monitor town spending through the fiscal year and make

financial reports to the Select Board as requested. The TA shall coordinate the development of strategic financial goals for the Town and make recommendations concerning financial policies and practices to the select board and Finance Committee.

- e. The TA acts as the first line of contact for internal inquiries of the Accountant and Treasurer.
- f. The TA coordinates appointments to offices, boards/committees and employment with the Town over which the Select Board has final approval or appointing authority. The TA may recommend removal of the same, for cause, in writing and otherwise in accordance with town bylaws.
- g. The TA supervises the rental and use of all town property.
- h. The TA supervises the permit and license procedures for the Select Board.
- i. The TA is the purchasing agent and chief procurement officer for the town. The TA shall be responsible for ensuring that departments are aware of and comply with the provisions of MGL Chapter 30B.
- j. The TA supervises the town's human resource administration. The TA provides for the maintenance and security of personnel files.
- k. The TA administers and supervises, either directly or through a person or persons reporting to her/him, all provisions of general and special laws applicable to the town, all HR issues, all bylaws and votes of the town, and all regulations established by the Select Board.
- l. The TA is accessible and available for consultation to boards, committees and commissions of the town, whether appointed or elected, and shall be responsive to their request for assistance.
- m. The TA keeps full and complete records of her/his office, and provides periodic reports as requested by the Select Board.
- n. The TA prepares or writes town meeting warrant articles for presentation to the Select Board; the TA submits the warrants to town counsel for review.
- o. The TA oversees the coordination and compilation of Annual Town Reports.
- p. The TA prepares applications for grants, administers grants received, works with appropriate state, federal, and private officials on various town projects as required.
- q. The TA performs such other duties as may be required of her/him by bylaw, by vote of the Select Board, or vote of the town meeting.
- r. The TA supervises the Town's website and ensures that the Town's website complies with all aspects of the town bylaws and laws of the Commonwealth.
- s. The TA administers Town Insurances, including health, life, dental, property, casualty, liability and workers compensation.

Work Environment: Work is performed under typical office conditions. Position requires occasional night meetings and work after normal business hours as needed; may be contacted on the town owned cell phone at any time to respond to important situations and emergencies.

Recommended Minimum Qualifications

Education and Experience: Bachelor's Degree in Public Administration, or a related field with Master's degree preferred; minimum of five years' experience in public administration; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Special Requirements: Class D Motor Vehicle Operator's License in good standing.

Knowledge: Working knowledge of Massachusetts General Laws and regulations; working knowledge of municipal finance laws and regulations, labor laws, procurement laws, personnel practices and procedures. Sufficient knowledge of emerging technologies and to recognize its value to the Town. Comprehensive knowledge of the various financial requirements of municipal government. Proficiency in various computer software and hardware applications.

Skills and Ability: Strong oral communication skills including the ability to represent the Town with an array of organizations including the media. Excellent writing skills. Strong organizational skills including the ability to manage a large number of projects and tasks. Skill in the utilization of technology. Professional skills related to customer service. Ability to direct and evaluate the work of department heads as well as other subordinates including office staff. Ability to plan, organize, and direct the development of projects, the preparation of reports, analyze problems and formulate recommendations. 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, Select Board/committee members, agencies and 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 with the aid of the Select Board and/or Town Counsel. Ability to deal tactfully with disgruntled members of the public and town staff.

Physical and Cognitive 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. In the event the TA becomes disabled, as defined by the Americans with Disabilities Act, the TA must be able to perform the essential job functions (as listed) either aided or unaided or with the assistance of a reasonable accommodation to be determined by the Select Board.

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a personal computer and typical office equipment. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is frequently required to sit, talk and hear. Employee may be required to lift/move objects weighing up to 10 pounds.

Duties are largely cognitive, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing.

Visual demands include constantly reading documents for general understanding and analytical purposes.