

Town Administrator Job Description

Position Overview:

The Town Administrator (TA) shall be the chief administrative officer of the Town of Monterey (Town) and shall act as the agent for the Select Board (SB). The TA performs complex professional, administrative, and managerial tasks that establish the framework for the effective operation and management of the Town. Under the direction and leadership of the Select Board of the Town, the TA is entrusted with daily oversight of Town department activities and staff, and coordination with all the departments and committees not in direct control of the SB.

The TA keeps the SB informed about departmental activities and initiatives; identifies problems and policies that require SB action. Advises the SB on recommended actions and policies; researches, analyzes, and recommends changes in Town policies, personnel, systems and procedures, and generally works in partnership with the SB toward a goal of effective professional management. On occasion, either as requested or proactively, the TA supports and advises various boards and committees in matters of activities, initiatives, or policy formulation. As the senior member of the Town's professional staff, the TA leads and facilitates the work of the Town's operating activities to ensure the effective and efficient delivery of Town services.

The TA shall be responsible to the SB and shall perform all duties and responsibilities as may be assigned by the SB. The TA shall devote full time to the office and shall not hold any other public office, nor engage in any other business or occupation during such service, unless approved in advance by the SB.

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. This position is executive/administrative as those terms are defined by the Fair Labor Standards Act, its rules and regulations. Therefore, there will be no paid overtime or additional compensation for said additional time.

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

Supervision Required: The TA is appointed by the SB 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 SB when clarification or interpretation of town policy or procedures is required. The SB will complete an annual performance review of the TA.

Confidentiality: Employee has complete access to all municipal confidential information in accordance with the State Public Records Law. The position is entrusted with the responsibility of ensuring the strict confidentiality of all municipal information, as mandated by the State Public Records Law, and must exercise the utmost discretion and care when handling such sensitive data.

Supervisory Responsibility: The employee is accountable on a Town-wide basis for the success of programs accomplished through others under their supervision. Analyzes program objectives, reviews work operations, estimates and allocates the financial and staff resources required, including recommendations to the SB in collaboration with the HR Director, for the hiring, training, disciplining and termination of employees. Employee provides direct supervision of SB staff, department heads, and

individual staff outlined in the SB approved, Town's Organizational Chart. Recruits, screens and recommends personnel to SB for appointment.

Essential Functions:

Leadership

- a. Efficiently manage all municipal departments, commissions, boards, and officers under the supervision of the TA. Refer to the approved organization chart.
- b. Demonstrate above-average interpersonal skills, clear written and verbal communication, and cultivate a collaborative environment for effective cross-departmental cooperation within the organization, emphasize thorough and timely follow-up.
- c. As the lead administrator responsible for day-to-day municipal operations, establish an environment that prioritizes transparency while respecting confidentiality. Use proper discretion when omitting information to avoid the perception of not being transparent.
- d. Acknowledge the possibility of disagreements with Town officials and staff, and consistently uphold a neutral position when engaging in discussions as needed. This entails impartial mediation and the expression of one's viewpoints through effective communication.
- e. Stay up-to-date on rapidly evolving federal, state, insurance regulations, and regularly educate oneself on various subjects including but not limited to laws, bylaws, and regulations to provide well-informed recommendations to the Board. Seek third party advisement when necessary.
- f. Embody accountability by readily acknowledging mistakes, learning from them, and demonstrating the ability to move forward.
- g. The TA diligently oversees and ensures compliance, either through direct management or by delegating to designated personnel, with all pertinent provisions of general and special laws governing the town, upholding town bylaws, respecting Town Meeting votes, and enforcing policies and direction set forth by the SB.
- h. Seek input from the SB for professional development, encompassing all facets of the TA position, to foster ongoing growth, remain current on industry best practices, and enhance overall effectiveness. Request an annual budget allocation for such professional development.
- i. Recommend to the SB policies, best practices, and actions that enhance the professionalism, legal compliance, effectiveness, and efficiency of the Town.

Administrative Responsibilities:

- a. Acts as public facing point of contact for citizens that come in to Town Hall or contact Town Hall via phone, email, or other means. The TA responds to and handles public inquiries, requests, and complaints.

- b. Oversee the use and maintenance of Town-owned property, under the jurisdiction of the SB, in cooperation with the Director of Operations.
- c. Manage permit and license procedures for the SB. Handle yearly liquor license applications, renewals, and special event permit requests. Handle transfer station permits and collection of related fees. Coordinate alarm permits and maintain related databases.
- d. Prepare a draft of Annual and Special Town Meeting warrants. Oversee coordination of Annual Town Reports. Attend and actively participate in SB meetings, Town Meetings, and relevant community events.
- e. Management of the town website. Direct management of pages, other than those designated to another employee or official. Training those employees or officials who manage their own pages, and troubleshooting issues that arise.
- f. Basic building maintenance in the absence of janitorial staff to ensure a safe and functional work environment. Coordinates the replenishment of Town Hall supplies.
- g. Serve as the IT coordinator and liaison for various departments, ensuring smooth communication and support for technology-related needs. Provides some IT troubleshooting.
- h. Performs administrative tasks on behalf of other departments and delegates tasks as needed to other staff.
- i. OSHA tracking; maintain accurate records of all OSHA-related documentation, including safety reports, training records, incident reports, and compliance audits.
- j. Onboarding new staff, including training to some positions. Administer town insurances, including health, life, dental, disability, property, casualty, liability, and worker's compensation.

Finance

- a. The TA collaborates with the Town Accountant, Department Heads, SB, and Finance Committee to meticulously craft both operating and capital improvement budgets, adhering to the Town's bylaws and Massachusetts General Laws (MGL). These budgets (after review and approval by the SB and Finance Committee) are subsequently presented to Town Meeting for approval.
- b. Monitor town spending and revenue throughout the fiscal year. Works with the finance committee to run reports as requested and approved by the SB. Collaborate with the Town Accountant and the Town Treasurer on budget preparation, spending monitoring, and financial forecasting as necessary.
- c. The TA collaborates with the Accountant and Treasurer in formulating strategic financial objectives/goals for the Town. Recommendations on financial policies and practices are presented to the Select Board and Finance Committee for their consideration.

- d. Efficiently input invoices directly into the VADAR accounting system for the SB, TA and other departments as needed, maintaining an accurate record of financial transactions.
- e. Act as the primary point of contact for internal inquiries from the Accountant and Treasurer, facilitating effective communication and collaboration within the financial team that includes the TA, SB, Accountant, and Treasurer.

Committees and Boards

- a. The TA assumes responsibility for effectively collaborating with the Town's multi-member bodies and officials to ensure the efficient functioning of these critical municipal bodies. The TA provides accessible and responsive consultation to Town multi-member bodies and officials.
- b. The TA diligently manages the appointment process for offices, multi-member bodies, and Town employment positions that fall under the purview of the SB and SB's appointing authority. In cases deemed necessary, the TA may recommend in collaboration with the HR Director, the removal of individuals from such positions, providing well-documented cause, in adherence to Town bylaws, Massachusetts MGL and employee manual.
- c. The TA serves as a readily accessible and responsive resource for the Town's multi-membered bodies. Timely assistance is provided upon their request to facilitate their operations effectively.
- d. On occasion, the TA actively participates in committee events and meetings, fostering productive engagement and promoting an understanding of their respective roles within the Town's governance framework.

Other Roles

- a. Acts as Notary Public for all residents.
- b. Act as the town's purchasing agent and chief procurement officer.
- c. Act as one of the Town's Record Access Officers.
- d. Act as Zoning Board Secretary
- e. Act as Board of Health Secretary
- f. Act as the Town's grant coordinator. Actively pursue grants on behalf of the Town, providing regular quarterly updates to the SB on grant-seeking efforts and status. Prepare grant applications for received grants and liaise with relevant state, federal, and private entities as required to advance Town projects.

Recommended Minimum Qualifications:

- a. Candidates should possess a minimum of five years' experience in public administration, or possess an equivalent combination of education, training, and experience that equips them with the necessary knowledge, skills, and abilities to excel in this role.
- b. A valid Class D Motor Vehicle Operator's License in good standing is mandatory.

Recommended Qualifications:

- a. Working knowledge of MGL and regulations, municipal finance laws, labor laws, procurement regulations, and personnel practices and procedures.
- b. Strong familiarity with emerging technologies and their potential value to the Town.
- c. Comprehensive expertise in the financial demands of municipal governance.
- d. Proficiency in a variety of computer software and hardware applications.

Work Environment:

The role is primarily conducted within a standard office setting, with occasional requirements for evening meetings and after-hours work as necessitated.

Skills and Ability:

Exceptional oral and written communication skills to represent the Town effectively, including with media. Above average organizational ability to manage multiple projects and tasks. Proficient in technology use. Professional in customer service. Skilled in directing and evaluating department heads, including office staff. Strategic planning, report preparation, problem analysis, and recommendation skills. Expertise in uniting diverse individuals and community groups towards complex goals. Superior interpersonal skills for productive relationships with all stakeholders. Effective multitasking and delegation. Proficient in contract negotiation with Town counsel, agreement development, and timely results. Tactful handling of all public and staff concerns.

Physical and Cognitive Requirements:

The physical demands listed here are representative of those required for successful performance of the essential job functions.

Office work typically involves minimal physical effort, including tasks like object handling, tool use, reaching, sitting, speaking, listening, and occasional lifting up to 30 pounds.

While cognitive functions are primary, some motor skills are required for tasks like object handling, telephone operation, computer use, keyboarding, and word processing.

Continuous document reading for comprehension and analysis is part of the role.