

## **TOWN ADMINISTRATOR**

### **Position Purpose:**

Performs professional management work overseeing activities of town departments under the jurisdiction of the Board of Selectmen and in accordance with federal, state, local laws and regulations. Supervises the efficient and effective administration of all officials, departments, and committees under the jurisdiction and operation of the Board of Selectmen. Provides executive leadership for the Town in areas of policy formulation, fiscal affairs, labor relations, and organizational development. Performs all other related work as required.

### **Supervision:**

**Supervision Scope:** Performs highly responsible work of a complex nature, requiring the exercise of considerable independent judgment. Provides professional advice to a variety of officials, departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the Town. Analyzes difficult administrative problems and recommends solutions, managing diverse projects, recommending long and short range goals, motivating and coaching managers, and coordinating the activities of many independent boards, commissions, and departments.

**Supervision Received:** Serves under the policy direction of the Board of Selectmen with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department's goals and objectives. Questions are referred to supervisor only when clarification of town policy is needed. Works under the jurisdiction of federal, state and local laws and procedures. Works under the orders and directives received from town meeting.

**Supervision Given:** Supervises and directs the administration of town departments and offices for whose function he/she is responsible. Incumbent is responsible for the day-to-day management of the entire work force under the control of the Board of Selectmen and as otherwise authorized by town bylaw. Hires staff, provides daily direction, and counsels and disciplines staff consistent with town policies.

### **Job Environment:**

Work is generally performed under typical office conditions. Required to work outside of normal business hours and attend frequent evening meetings. Also, may be contacted at home at any time to respond to important situations and emergencies. Incumbent is required to attend numerous meetings with various town boards and committees and is expected to attend social and civic events to represent the Town.

Operates an automobile, computer, telephone, and standard office machines.

Makes frequent and direct contact with local, county, state, regional and federal agencies and officials, the media, community leaders, town employees and department heads, local civic and special interest groups, and the general public. Contacts are in person, by telephone, in writing and via internet. Contacts require considerable persuasiveness, resourcefulness, discretion, and negotiating skills to influence the decisions and behavior of other parties. Contacts involve attendance at meetings and conferences. Incumbent is recognized as a spokesperson for the Town.

Has access to an extensive amount of highly confidential information relating to the Town of Ayer, the disclosure of which may cause serious repercussions. Confidential information may include, but is not limited to, police investigations, labor negotiations, personnel records, contract development, and information about citizens.

Errors in judgment could have continuing adverse effect on the Town's ability to deliver services, result in loss of municipal revenues, have far-reaching legal and financial ramifications, and cause significant adverse public relations.

### **Essential Functions:**

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

Is Chief Administrative Officer of the Town of Ayer, directly responsible to the Board of Selectmen for the administration of all town affairs. Directs the operations of the Town on a daily basis, executing the policies of the Board of Selectmen in areas of municipal management, administration, coordination, and supervision. Assists the Board of Selectmen with the formulation of policy and execution of its directives. Manages and supervises departments and offices of the Town to achieve goals within available resources. Plans and organizes workloads and staff assignments. Exercises administrative authority over town departments, commissions, boards, committees, and officers under the jurisdiction of the Board. Trains, motivates and evaluates assigned staff.

Coordinates the activities of the town offices including such key personnel as: the Treasurer, Accountant, Assessor and Tax Collector and Town Clerk.

Serves as Chief Procurement Officer for the Town.

Reviews and authorizes all matters relating to benefits, medical and accident insurance for the Town.

Administers all matters relative to property and liability insurance.

Stays current on legal matters for the Town and authorizes according to Board of Selectmen policy, use of town counsel.

Acts as Chief Fiscal Officer of the Town; works in conjunction with the Town Accountant, Treasurer and Finance Committee. Coordinates the preparation of the operating budgets and capital outlay programs in conjunction with the Finance Committee, Town Accountant, Treasurer and Assessor.

Approves the payment of all bills incurred by the Board of Selectmen and Town Hall Offices.

Serves as Personnel Administrator for the Town Employees with the exception of school employees; serves as the Affirmative Action Officer and ADA Compliance Officer for the Town; exercises managerial responsibility for support staff and appointed positions as directed by the Board of Selectmen.

Oversees delivery of management goals as set by the Board of Selectmen for all Departments except the school.

Conducts the Annual Performance Evaluation process for management Personnel under the Board of Selectmen.

Serves as liaison and resource person for Boards, Committees, Department Heads, and elected Officials. Coordinates volunteers, employees, elected officials and contractors for maximum benefit of the town. Assures a “customer friendly” Town Hall.

Oversees preparation of Town Warrants, all materials for all Town Meetings and Annual Report.

Oversees preparation and directs budgets for the Board of Selectmen.

Manages information systems, coordinated internal financial information systems and networking.

Manages the preparation and administration of Town Hall grants.

Formulates written policies for the Town under the supervision of the Board of Selectmen.

Maintains active membership and participation in state and national organizations of municipal managers.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments as needed.

Attends all regular meetings of the Board of Selectmen, and has a voice but not a vote in all of its deliberations. Prepares agendas, sets meetings and correspondence priorities. Brings to the attention of the Board all information relevant to the performance of the Office of the Selectmen. Provides professional advice to the Board of Selectmen and department heads. Makes presentations to boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to staff and the general public.

Administers the Selectmen's Office by receiving and making appropriate disposition of all correspondence and communications. In conjunction with the Chairperson of the Board, makes all procedural and substantive preparation for the meetings of the Board. Anticipates the needs of the Board for information and background material for setting policy and decisions made by the Board. Ascertains that all decisions of the Board are carried out.

Responds to inquiries, complaints and problems, and provides assistance to department directors, town staff, local and state officials, and business and community leaders, citizens, the news media, and the general public. Resolves the more difficult customer service requests.

Informs the Board and any other appropriate boards/committees of all relevant statutory and regulatory changes.

May serve as Chairperson of many statutory and ad hoc committees; may serve as the Board of Selectmen's designee on other committees and boards.

Engages in a variety of public relations and town-wide coordination activities to ensure support from appropriate public and private constituencies and other institutions and government entities; works with local, county, state, and federal officials to identify and resolve problems, gain support or exchange information.

Informs and advises the Board of Selectmen of trends, problems and activities as appropriate to facilitate policy making; recommends policy, guidelines and operational strategies to board; implements policy options as directed by the Board.

Responsible for the preparation of annual and special town meeting warrants and annual town report. Attends all sessions of the town meeting and provides Selectmen with information to address questions from voters of the Town.

Supervises, directs and coordinates town services under the jurisdiction of the Board of Selectmen; coordinates and cooperates with the Planning Board, Appeals Board, Conservation Commission, Board of Health, and other boards, commissions, and committees.

*Town Administrator*

*FLSA - Exempt*

*Adopted by Ayer Personnel Board - August 2015*

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Administers procedures for licenses and permits issued by the Board of Selectmen.

Reviews budget reports, financial statements, requests for proposals, and other documents; makes recommendations and forwards documents for further action as required. Composes letters, memos, e-mail documents and other materials; writes reports.

Attends county, regional, state, and federal meetings as the representative of the Selectmen.

Maintains knowledge of practices and trends in local government management by attending professional seminars and conferences.

Authorized by the Board of Selectmen to be responsible for the care and custodianship of the Town Hall building; Town Hall grounds and monuments; and the scheduling of the Town Hall public meeting spaces. Additional responsibility for the internal contents of Town Hall to include but not limited to the operating systems, furniture, equipment, etc.

Performs similar or related work as required.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Master's degree in public administration or closely related field; five years of experience as a municipal administrator; experience with town meeting process; or any equivalent combination of education, training and experience.

Special Requirements:

Valid Massachusetts driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of public finance, budget management, personnel management, collective bargaining, and intergovernmental relations. Comprehensive knowledge of the functions of municipal government. General understanding of the interaction between local government, state government, and federal government. General knowledge of Massachusetts General Laws as they apply to municipal government. Working knowledge of public administration, practices, and general office procedures. Sufficient knowledge of emerging technologies and to recognize its value to the Town.

Ability: Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to conceptualize and put into operation department and town-wide goals and objectives. Ability to plan, organize, evaluate and control the administration of town programs.

Skill: Excellent fiscal and supervisory skills. Organizational skills. Skill as a strategic thinker experienced in bringing divergent perspectives to agreement around key public policies and programs. Professional skills related to customer services. Skill in computer applications, including knowledge of spreadsheets, databases, word processing, Internet research, and appropriate applications. Strong analytical skills. Office management skills; public speaking skills.

**Physical 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 essential functions.

Lifts/moves objects weighing up to 25 pounds; files, and types on a keyboard at a moderate speed. Ability to operate computer and view computer screens for extended periods of time. Spends extended periods of time sitting/standing at meetings. Hearing and vision correctable to normal ranges; close-up vision and the ability to adjust focus across a presentation audience. Ability to operate an automobile to perform in-town and out-of-town travel to transact town business; travel to night meetings are common place in order to confer with the Board of Selectmen and other town bodies.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)