

TOWN ADMINISTRATOR

Definition

Administrative, management and supervisory work in directing the activities of Town departments, commissions, boards and officers under the jurisdiction of the Board of Selectmen, in accordance with the Town Charter; all other related work as required.

Supervision

Works under the policy direction of the Board of Selectmen.

Performs varied and very complex professional municipal management duties and assumes full responsibility for planning and directing Town activities; exercises considerable judgement, administrative and policy decisions in overseeing the operations of all Town departments.

Supervises department heads under the control of the Board of Selectmen; direct supervision of employees of the Selectmen's office and other supervisors.

Job Environment

Work is performed under typical office conditions.

Makes frequent contact with local, State, regional and federal officials, local businesses and community leaders, Town employees and department heads and the general public.

Operates typical office equipment and travels around Town during the course of work day.

Errors in judgment and administration may have far-reaching effects of the Town's ability to deliver services and may have direct financial and legal repercussions.

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.)

Plans, directs and supervises town departments; coordinates activities of the Board of Selectmen with activities of other town departments, boards and commissions.

Engages in town financial planning, budget management, capital planning; implements and supervises the execution of the budget, prepares warrants for the annual and special town meetings; approves payments made by departments.

Responsible for recommending to the Board of Selectment recruitment, selection, promotion, and dismissal of personnel; bargains with employee unions; advises department heads and boards and commissions on personnel matters; serves as the Town's Affirmative Action and ADA Officer.

Serves as the chief procurement officer responsible for the purchase of services, supplies and equipment; prepares contracts and monitors performance; manages town property.

Seeks federal and state grants; seeks other sources of local revenue.

Communicates with Town staff concerning policies and procedures; ensures that boards and commissions are aware of policies and procedures; assists boards and commissions in an advisory capacity.

Assists in preparation of materials for meetings of the Board of Selectmen; attends all such meetings and advises the board as appropriate.

Administers all laws applicable to the Town and executes the policies of the Board of Selectmen.

Serves as the Town's public relations officer in addressing complaints, criticism and suggestions from citizens, businesses, industry, developers and others.

Conducts public hearings; confers with Town Counsel in the preparation and documentation of all Town litigation.

Manages important events and emergency situations.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree; three years of related professional experience; Master's Degree in public administration or related field highly desirable; or any equivalent combination of education and experience.

Special Requirements

A valid Massachusetts motor vehicle operator's license is required.

Knowledge, Ability and Skill

Knowledge. Working knowledge of municipal finance, budget management, personnel

management, collective bargaining, intergovernmental relations and the laws which affect local government.

Ability. Ability to direct the work of department heads as well as professional and other subordinates. Ability to negotiate contracts, agreements and appropriate working arrangements with unions, community organizations and the business community. Ability to work under time pressure and in stressful circumstances. Ability to develop effective working relationships with subordinates and with other Town departments.

Skill. Strong oral communication skills and the ability to represent the Town before an array of organizations. Excellent writing skills required. Strong organizational skills and the ability to manage a large number of projects and tasks at any given time.

Physical Requirements

Light physical effort demanded in performing duties under typical office conditions, with minimal exposure to occupational risk. Vision and hearing well within "normal ranges."

(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.)