

TOWN ADMINISTRATOR

Nature of Work

The Administrator is a responsible leadership position as administrative head of the Town.

The Administrator is charged with executing the policies and procedures put forth by the Board of Selectmen and Town Meeting. The Administrator shall act in such capacity as the Board of Selectmen may direct in municipal, state, federal, and other policy issues affecting the Town.

Position performs complex professional, administrative, and management work in providing daily control and oversight of ongoing Town activities. Work will require firm dealing with people and involves a certain urgency to produce results. The work environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Administrator must frequently act without precedent.

Performs highly responsible and complex municipal management duties and assumes full responsibility for planning and directing the broad range of Town activities and the operations of Town departments.

The Administrator is responsible for the maintenance of sound positive public relations between Town government and its citizens, between the Town and other governmental agencies, and between the various departments, boards, and commissions that make up Town Government.

Supervision

Manages a municipal workforce of over 85 employees; supervises Town department heads and other subordinates.

Exercises a high level of independent judgment in providing professional advice and guidance to the Board of Selectmen, Town staff, boards, and committees.

Works under the policy direction of the Board of Selectmen and in accordance of the Town Charter, with considerable latitude for independent judgment and initiative. The position is subject to the review and evaluation by the Board of Selectmen.

Job Environment

Work is generally performed under typical office conditions. Required to work outside of normal business hours and attend frequent and varied evening meetings. Travels frequently around the community in the course of work.

Makes frequent contact with a wide variety of persons/organizations, including the general public, local business and community leaders, all Town departments/boards/committees, and local, state, regional and federal officials. Contacts require a high level of resourcefulness, persuasiveness, discretion, and negotiating skills to influence decisions and the behavior of other parties.

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

Has full access to all municipal confidential information such as personnel records, pending litigation, legal strategy, collective bargaining negotiating positions, information relating to inter-departmental project plans and programs, and personal information.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed by the position. 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.

Responsible for Town financial planning, budget management, capital planning, and procurement. Compiles the annual operating budget for the Town; prepares warrants for the annual and special Town Meetings; approves payments made by departments. Provides leadership in Town activities including strategic planning, master planning, and economic development.

Attends all regular and special meetings of the Board of Selectmen; Prepares materials for meetings of the Board and provides informational support of all of its proceedings.

Advises the Board on the needs of the Town. Recommends to the Board and/or other elected Town officials/boards adoption of measures requiring action by them or Town Meeting.

Serves as personnel manager responsible for recruitment, selection, promotion, and removal of personnel; Performs collective bargaining negotiations with employee unions within purview of the Board of Selectmen and monitors implementation of collective bargaining agreements. Makes recommendations on personnel staffing requirements; advises Town department heads, boards, and commissions on personnel matters.

Serves as the Chief Procurement Officer responsible for the purchase of services, supplies and equipment; prepares contracts and monitors performance; manages Town property.

Develops appropriate new sources of local revenue; seeks federal and state grants, and other funding sources to address Town needs and implement programs and projects.

Administers all laws applicable to the Town and executes the policies of the Board of Selectmen. Communicates with Town staff concerning policies and procedures; insures that boards and commissions are aware of policies and procedures; assists boards and commissions in an advisory capacity.

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

Acts as primary liaison with all legal counsels on matters relevant to the Town and assists Town Counsel in the preparation and documentation of all Town litigation.

Manages important events and emergency situations.

Physical Requirements

Light physical effort demanded in performing duties under typical office conditions, with minimal exposure to occupational risk.

Recommended Minimum Qualifications

Education and Experience:

Bachelor's Degree; three years of professional experience required by Charter; Master's degree in public administration or related field highly desirable and three years' experience as a town manager, town administrator or assistant administrator or similar position; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Strong working knowledge of municipal finance, budget management, personnel management, collective bargaining, intergovernmental relations and the laws which affect local government. Working knowledge of legislative process.

Ability to maintain effective communications with the Board of Selectmen and Town departments. Strong written and oral communication skills and the ability to represent the Town before an array of organizations. Demonstrated skills in working cooperatively with boards and departments, agencies, citizen groups, and individuals in promoting the best delivery of services to the community.

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 establish and maintain effective working relationships with subordinates and with other Town departments, boards, and commissions.

Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment. Ability to conceptualize and put into operation department and Town-wide goals and objectives. Imagination, innovation, and judgment relating to planning and achieving Town goals.

Strong managerial and organizational skills. Ability to manage a large number of projects and tasks at any given time and deal effectively with interruptions, often under considerable time pressures.

