

## **TOWN ADMINISTRATOR**

**June, 2017**

### **DEFINITION**

The Town Administrator serves as Chief Administrative Officer for the Town.

Performs responsible administrative work delegated by the Board of Selectmen and provides research and support services to the Board of Selectmen. Oversees/Manages Town Hall Department Heads and collaboratively oversees staff of elected Boards; and other related work where required.

### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Serve as a conduit between the Board of Selectmen, Town Hall departments, appointed and elected Boards and Town residents
- Manage personnel, including the process of hiring, paying, evaluating, promoting, and replacing of Town employees.
- Assists in the preparation of a comprehensive annual operating budget. Authors all town warrants.
- Performs procurement duties for the Board of Selectmen, who are the chief procurement officers of the town.
- Represent the Town and the Board of Selectmen before State Agencies and town residents; serve as liaison to regional, state and federal agencies; Interfaces with Town Counsel.
- Prepare agenda and information package for the Board of Selectmen, prepare and record minutes; research issues for the Board and implement major policy initiatives.
- Prepare reports on policy issues, procedures, and organizational issues and makes recommendations to the Selectmen; implement decisions of the Board of Selectmen; inform concerned parties of Board actions.
- Oversee specific projects for the Board or for individual members of the Board; provides financial management oversight; assist the Town Accountant, Finance Committee and Selectmen with the preparation of the annual town budget and Town Report.
- Facilitates collaboration between Board of Selectmen, Finance Committee and Finance staff in developing a Capital Planning Policy and strategies to maximize the Towns (non tax) revenue potential.
- Work with members of the Wampanoag Tribe; prepare reports of activities; perform a range of administrative activities, including but not limited to, job performance evaluations for Department Heads, Town Zoning and Personnel By-Law review, payroll sign off; serve as a resource for department heads and employees; assist other employees in the accomplishment of responsibilities;
- Performs a variety of related duties.

## **SUPERVISION RECEIVED**

Under administrative direction, the Town Administrator works from policies, goals, and objectives; establishes short-range plans and objectives, performance standards and assumes direct accountability for results; consults with the Board of Selectmen only where clarification or exception to policy may be required... The incumbent(?) exercises control in the development of policies, goals, objectives and budgets and is expected to exercise whatever means are necessary to resolve conflicts.

## **SUPERVISION EXERCISED**

The Administrator is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The Town Administrator typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure, operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments. Approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring and training, of employees.

**JUDGMENT & COMPLEXITY** The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for the organization.

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation or, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Town Administrator is viewed as the authority in interpreting the guidelines, in determining how they should be applied, and in developing and recommending policies for the organization. The Town Administrator is responsible for implementing town-wide initiatives and plans.

## **NATURE AND PURPOSE OF CONTACTS**

The Town Administrator has extensive interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the municipality's overall interest. Incumbent must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties

require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations.

#### **CONFIDENTIALITY**

Employee has access to municipal wide confidential and sensitive information including personnel records, medical records, law suits, and collective bargaining.

#### **EDUCATION AND EXPERIENCE**

Master's Degree in Public Administration or Bachelor's Degree and five years experience in municipal or nonprofit management; experience in public administration preferred but a combination of public/private sector experience over five years is acceptable as well.

#### **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge of the principles and practices of Massachusetts General Laws. Knowledge of community review boards, such as Planning and Zoning, Preservation.

Ability to manage personnel and related issues.

Skill with computer applications for word processing and spreadsheet analysis.

Must have the ability to analyze and interpret public documents and present findings clearly in written and oral form.

Must have the ability to establish and maintain cooperative relationships with department heads.

Must have strong interpersonal skills to help develop effective working relationships with employees, residents and officials.

#### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

##### **Physical Skills**

The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

##### **Motor Skills**

Requires motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

##### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes.

**Salary and Benefits**

Position is FSLA Exempt; Salary is based on a 32 hour work week Grade A step 1.

Participation in the Town sponsored medical, dental and Life insurance plans

Pension deductions with the Dukes County Retirement System.

Annual paid time off includes 2 weeks vacation, 12 sick days, 3 personal days and paid time off for recognized Holidays as outlined in the Towns Personnel Bylaws