

Town of Washington (shared with the Town of Middlefield)

Position Title: Town Administrator

Statement of Duties

The Town Administrator is responsible for assuring effective management of Town affairs and operations. The position serves as the Select Board's top administrative officer, performing professional administrative, technical, and supervisory work in assisting the Select Board to oversee Town departments, activities and projects; prepares and implements operating capital budgets, supervises human resource functions, conducts research and provides information, and serves as liaison and coordinator between elected and appointed town officials, employees, volunteers, and citizens and all related work as required. This is a salaried full-time administrative position classified as exempt under the Federal, Fair Labor Standards Act. Regular work hours will include some night meetings and may include some weekends as necessary and the ability to be contacted during non-work hours to respond to important situations. The hours and responsibilities will be equally divided between the towns of Washington and Middlefield. Both towns will schedule as needed to provide for office hours, attendance at town, county and state meeting, and educational seminars. Work hours may have to change on a temporary basis as approved by the Select Board depending on work to be performed.

Supervision

Works under the direction of and is responsible to the Select Board. The Town Administrator will seek direction of the Board on matters of policy adjustment or where required by law. As the Select Board's representative, the Town Administrator has supervisory oversight responsibility of various department heads and staff. The Town Administrator recruits and interviews applicants, recommends new hires and fires, takes disciplinary action, and evaluates employees subject to the approval of the Select Board. The Town Administrator has full access to personnel files, collective bargaining negotiations, lawsuits, and criminal investigations and all records of the town.

Public Relations and Communications

The Town Administrator serves as the public relations and communications officer for the Town. Will solicit input from and consults with department heads on matters involving their departments, and with the Select Board, regarding Town policies and direction and facilitates interdepartmental communication. The Town Administrator 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. Will supervise or manage the Town's website as a primary source of information for residents and visitors. Will work with local, county, state, and federal officials to identify and resolve problems, gain support, or exchange information. He or she makes presentations to staff, boards, and procedures, to keep them up to date on town activities. The Town administrator may also serve *as* Chairperson of committees of statutory and ad hoc nature, and he the designee of the Select Board on other committees and boards.

Job Environment

The position relies upon administrative, management, organizational policies, by-laws, state and federal legislation, Town Meeting directives, and prior training to direct the overall activity of the town by accepting the responsibility while coordinating the plans, operations, and oversight of town service programs. Extensive judgement, initiative, and resourcefulness are required to develop responses to service needs within the limits of referenced guidelines. The Town Administrator is recognized as the town's authority in interpreting policy guidelines, in determining how they should be applied, and in developing operating policies for approval by the Select Board. Work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, staffing, and integrating municipal service programs for all departments under the jurisdiction of the Select Board.

The Town Administrator works collaboratively with the Select Board in making appointments and effecting removals of various municipal officials and board members, subject to the by-laws and policies of each town.

Essential Functions

1. Performs varied professional municipal duties and assumes responsibility for coordinating and directing town activities on a daily basis.
2. Monitors operations of all town departments and commissions, boards, or departments under the jurisdiction of the Select Board helps problem solve, and trouble shoots as required. Keeps the Select Board apprised of issues, failures, and successes as appropriate.
3. Under the direction of the Select Board, directs and supervises all appointed personnel who are responsible to the Select Board, except as otherwise provided by the Massachusetts General laws, and coordinates activities of the Board with activities of other town departments, boards, and commissions.
4. Regularly reviews and updates job descriptions for all town employees and reviews such with the employees and with the Select Board. With input for the Select Board, conducts annual employee performance review and sets goals and objectives with all department heads.
5. Makes recommendations to the Select Board concerning the appointment and or termination of town employees.
6. Communicates with town staff concerning policies and procedure, ensuring that boards and commissions are aware of policies and procedures, assists boards and commissions in an advisory capacity.
7. Serves as procurement officer in overseeing the purchase of supplies, materials and equipment, supervises competitive bidding process for contractual service in accordance with the various procurement laws of the Commonwealth. May meet and negotiate with potential vendors and contractors, as allowed by law, monitors the progress of consultants and contractors retained by the town. Prepares and analyzes bid specifications for contracted services and acts as contract

administrator.

8. Coordinates and is responsible for implementing all insurance programs, policies and practices.
9. Assures the town effectively pursues federal and state grants and other sources of non-tax revenue. Prepares applications for grants, administers grants received, coordinates grant reporting activities and works with appropriate state, federal, and private official as necessary to implement grant funded projects.
10. Facilitates the continuing development of a coordinated, up to date, technology system for all town departments.
11. Facilitates and coordinates long-range planning in all town departments and committees.
12. Assists in the preparation of materials for meetings of the Select Board, attends all such meetings and advises the Select Board as appropriate.
13. Works with Town Counsel on matters affecting town government and matters involving litigation.
14. Coordinates volunteer efforts in various town programs and projects.
15. Serves as the town's public relations officer. Supervises or manages the Town's website and other communications assets in facilitating better communication with citizens.
16. Provides training support for newly elected Select Board members, including but not limited to, policies and current issues and background information.
17. Oversees the rental and use of the Town Hall and all town facilities and property under the jurisdiction of the Board.
18. Directs the maintenance and repair of all town buildings and facilities.
19. Prepares for Town Meetings, including writing of Warrant Articles and coordinating articles with the Finance Committee, Town Counsel, and all appropriate departments.
20. Oversees the preparation of the town annual operating budget, ensuring that the presentation of budget information is complete, consistent and accurate. Establishes procedures for the completion and submission of department budgets to the Finance Committee. Integrates budget process with Finance Committee.
21. Serves as a member of the Town's Emergency Response Team.
22. Performs all other related duties and functions as may be required or directed by the Select Board.

General Responsibilities

- Ensures all work is performed in accordance with all federal, state and local laws, rules and regulations and within mandated DOR and MA General Law.
- Attends meetings, workshops, training, and reviews publications to remain current on practices and new developments in assigned work areas.
- Represents the town in a professional manner at all times.
- Ensures all accounting practices are completed in a prompt, efficient, and ethical manner.
- Commitment to maintain a good working relationship with coworkers, other town officials and the general public.

Recommended Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration, Public Policy, or related field: or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the position.
- Minimum of three years of experience as an Administrative Assistant, Executive Secretary, Town Administrator, or similar position: or any equivalent combination of education and experience.
- Working Knowledge of the principles and practices of municipal finance, budgeting, and personnel administration. Knowledge of Massachusetts General Laws and Procurement Regulations as they apply to municipal operations.
- Demonstrated skills and knowledge of business administration, personnel management, office procedures and development of such policies and procedures.
- Excellent managerial, organizational as well as verbal and written communication skills.
- Imagination, innovation, and judgement relating to planning/achieving town-wide goals and objectives.
- Prior experience in public speaking.
- Knowledge of computer software applications in spreadsheet applications and word processing: knowledge of office procedures and equipment.
- Ability to research, analyze and interpret data; compile and present reports of findings and recommendations.
- Ability to work effectively under time constraints to meet deadlines.
- Ability to be bonded.

Working Conditions

- The work is generally conducted in an in-office environment, with the expectation that regular posted hours will be maintained.
- Light physical effort required to perform duties under typical office conditions.
- Work requires use of hands, sitting and talking/listening, standing, walking, stooping, kneeling, crouching, and/or reaching with arms and hands.
- Occasional lifting of up to 30 pounds is required.
- Requires the use of a computer and operation of standard office equipment.
- Requires reading routine and complex documents both in print and electronically.