

Town of Washington (20-hour position)**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 part-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. Work hours may have to change temporarily as approved by the Select Board depending on the work to be performed.

Supervision:

Works under the direction of and is responsible to the Select Board. The Town Administrator will seek direction from 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, evaluates employees, and takes disciplinary action subject to the approval of the Select Board. The Town Administrator will solicit input from and consult with department heads on matters involving their departments, and with the Select Board regarding Town policies, and facilitate interdepartmental communication. The Town Administrator engages in various public relations and Town-wide coordination activities to ensure support from appropriate public and private constituencies and other institutions and government entities. The Town Administrator will supervise the Town's website as a primary source of information for residents and visitors. The Town Administrator will work with local county, state, and federal officials as needed. The Town Administrator may also serve as Chairperson of committees of statutory and ad hoc natures and be 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 judgment, 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, determining how they should be applied, and 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 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 and keeps the Select Board apprised of Town departments under the jurisdiction of the Select Board and helps problem-solve and troubleshoot as required.
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. Reviews and updates job descriptions for all Town employees as required and reviews such with the employees and with the Select Board. Conducts annual employee performance reviews and sets goals and objectives with all department heads, with input as needed from the Select Board.
5. Makes recommendations to the Select Board concerning the appointment and/or termination of Town employees.
6. Communicates with Town staff concerning policies and procedures, ensuring that boards and commissions are aware of policies and procedures, and assists boards and commissions in an advisory capacity.
7. Serves as procurement officer in overseeing the purchase of supplies, materials, and equipment, and 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, and monitor 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 from start to completion, coordinates grant reporting activities, and works with appropriate state, federal, and private officials 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 capital planning.
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. Serves as the Town's public relations officer. Supervises or manages the Town's website and other communication assets in facilitating better communication with citizens.
14. Oversees the rental and use of the Town Hall and all Town facilities and property under the authority of the Board.
15. Prepares for Town Meetings, including overseeing the writing Warrant Articles and coordinating articles with the Finance Committee, and all appropriate departments.
16. Oversees the preparation of the Town's annual operating budget, ensuring that the presentation of budget information is complete, consistent, and accurate. Compiles budget requests from town departments and coordinates with finance committee
17. Serves as a member of the Town's Emergency Response Team.

18. Performs all other related duties and functions as may be required or directed by the Select Board.

General Responsibilities:

- Ensures all work is performed per all federal, state, and local laws, rules, and regulations and within mandated DOR and MA General Law.
- Engage in professional development activities to remain current on practices and new developments in assigned work areas as time allows.
- Represents the Town in a professional manner at all times.
- Works with financial staff to ensure that audit recommendations are implemented.
- Commitment to maintaining a good working relationship with coworkers, other Town officials, and the general public.

Recommended Minimum Qualifications:

- Preferred bachelor's degree in public administration, business administration, public policy, or a related field: or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position.
- Preferred 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 judgment relating to planning/achieving Town-wide goals and objectives.
- Prior experience in public speaking.
- Knowledge of computer software applications such as 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 work in an in-office environment, with the expectation that regular posted hours will be maintained.
- Ability to use hands, sitting and talking/listening, standing, walking, stooping, kneeling, crouching, and/or reaching with arms and hands.
- Ability to lift up to thirty pounds occasionally is required.
- Ability to use computer and standard office equipment.