

Position Purpose:

As the Chief Administrative Officer, the Town Administrator, under the direction of the Select Board, administers and supervises all phases of the Board's responsibilities. Provides day-to-day administrative coordination and direction to department heads under the jurisdiction of the Select Board, including the Inspectors, Dog Officer, Fire and Police Chiefs and the Highway Superintendent, as well as to all boards and commissions that report to the Select Board. Serves as the Selectmen's liaison to other Town departments and boards, coordinating activities involving more than one department and following up with all departments on issues requested by the Select Board. Interfaces with Mass Development and other Town Administrators in Ayer and Shirley on matters regarding Devens. Performs all other related work as required.

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.)

ADMINISTRATIVE

- Management of the Office of Select Board, other departments under the control of the Select Board, and the establishment of effective working relationships amongst all Town boards, departments, commission, and committees. Communicates Select Board policy to all departments and staff under the control of the Select Board.
- Exercises direct supervision of employees of the Select Board's office and provides general supervision to department heads under the control of the Select Board. Department heads and other employees report to the Select Board through the Town Administrator. Coordinates and participates in the evaluation of performance and goal setting for department heads identified in the summary above.
- Administers the Select Board's office by receiving and making appropriate disposition of all correspondence and communications; makes all procedural and substantive preparation for the meetings of the Select Board, anticipates needs of the Select Board for information and background material for setting policy and making decisions by the Select Board. Ascertains that all decisions of the board are carried out.
- Prepares the agenda for meetings of the Select Board, bringing before them all matters requiring their attention; attends all Selectmen's meetings, prepares and discusses recommendations and alternatives for their decisions.
- Informs the Select Board and other appropriate boards/committees, of all relevant statutory and regulatory changes.
- Works with the Board of Select Board to develop long-range goals and objectives for the Town. Assists the Select Board in preparing and reviewing a Community Action Statement. Keeps the Select Board fully informed on the long-range needs of the Town and shall provide the Select Board with data to support suggested alternative courses of action. Coordinates the compilation of the Capital Program and works with the Select Board, Capital Planning and Investment Committee, Finance Committee, and Finance Director in developing the action program.

TOWN ADMINISTRATOR

HARVARD, MA

- Initiates appropriate municipal responses to citizen inquires and correspondence. Hears and investigates citizen and other complaints, and makes appropriate reports to the Select Board.
- Works with Town boards and commissions in an advisory capacity, provides reports on various Town projects, and works with regional and state agencies on projects involving the Town.
- Prepares Town warrants and materials necessary for Town Meeting(s). Provides assistance to the Finance Committee in preparing their report for Town Meetings.
- Prepares applications for grants, administers grants received, works with appropriate state and private officials on projects and reports necessary information to the Select Board.
- Administers procedures for license and permit issues by the Select Board.
- Ensures that projects and programs are effectively coordinated by following the projects and programs, ensuring that communications are maintained amongst officials and employees involved, and reporting to the Select Board on problems encountered.
- May be appointed by the Select Board, or with its approval, by any other Town officer, board, committee, or commission, to serve on other Town, County, or State boards/committees.
- Attends professional meetings and otherwise keeps abreast of modern developments in municipal government, and makes appropriate report to the Select Board. . Works with federal, state, and other local officials in furthering the best interests of the Town.
- Monitors the work of contractors and consultants hired under the Selectmen's jurisdiction.
- Provides assistance to individual members of the Select Board as needed.

HUMAN RESOURCES

- Working with the Human Resources Director, coordinates staff matters for the Town under the direction of the Select Board. Acts as Staff Administrator.
- Coordinates interviewing of and review of applicants for key administrative positions.
- Administers the system of performance evaluation of those staff defined as Selectmen's management staff.
- Participates as a member and/or Chief Negotiator of the management collective bargaining team.
- Provides final approval for all insurance policies and practices, workers compensation and property and liability insurance policies for purchase by the Town.
- Serves as Chair of the Employee Insurance Committee.
- Serves as secondary contact for the Town's Affirmative Action Officer and ensures compliance with all Federal and State Regulations. Prepares and updates the Town's Affirmative Action Plan.
- Acts as the Town's coordinator for ADA and ensures compliance with all Federal and State regulations. Prepares and updates the Town's ADA Plan.

FINANCIAL

- Working with the Finance Director/Finance Committee and on behalf of the Select Board, coordinates operating and budget preparation for all departments of the Town.
- Prepares and implements the operating budgets for the Selectmen's office.

- Reviews and makes recommendations to the Select Board on all budget requests of departments reporting to the Selectmen.
- Serves as the Selectmen's representative with the Finance Committee.
- Responsible to monitor and report actual expenditures during the year to the Select Board.

LEGAL

- Implements the requirements of the General Laws of the Commonwealth, Town Bylaws, and approved policies of Town boards, commissions, departments, and committees as required.
- Organizes proposed warrant articles for Town Meeting(s). Conducts Warrant Article research as requested by the Board. Attends Town Meeting(s) and provides information to the Selectmen, Town Counsel and other individuals.
- Maintains and reports various boards and committees' status of any legal issue.
- Works closely with Town Counsel in the preparation of legal research.

MISCELLANEOUS

- Maintains an inventory of Town buildings and property.
- Directs the management of facilities and equipment under the jurisdiction of the Select Board.
 - . Acts as liaison with public utility companies.

Recommended Minimum Qualifications:**Education, Training and Experience:**

Bachelor's Degree in Public Administration or Business Administration; a Master's Degree in Public Administration or equivalent is highly desirable. Five to seven (5-7) years of related administrative experience preferably in a municipal setting

Knowledge, Ability and Skill:

Knowledge: Advanced working knowledge of municipal finance, budgets, HR policies and practices, collective bargaining, State and Federal agencies (as related to municipal government), State and Federal Laws, and Town Bylaws. Also required are: the ability to analyze a variety of administrative problems to make sound recommendations as to their solution, and to implement policy decisions; ability to establish and maintain good working relationships and to represent the Town appropriately and effectively. Good supervisory and organizational ability should be accompanied by excellent verbal and writing skills, including a talent for clear, concise, accurate expression. A knowledge of successful grant procurement, administration and computerization. Thorough knowledge of office procedures, practices and terminology. Knowledge of Massachusetts General Law, Open Meeting Law, and rules and regulations as dictated by the Attorney General's Office and the Department of Revenue. Thorough knowledge of department operations. Working knowledge of procurement, Human Resources, State/Federal Laws, Knowledge of office equipment and the operation of computer software applications, particularly word processing, spreadsheet, database, email and internet.

Ability: Ability to communicate effectively verbally and in writing. Ability to work independently. Ability to give presentations. Ability to exercise a high degree of diplomacy and judgment. Ability to communicate effectively orally and in writing. Ability to implement policy directives. Ability to work with all levels of the organization, i.e., appointed and elected boards, department heads, front-line staff, as well as legal counsel, union representatives, consultants, community and business leaders and the general public. These contacts involve a wide variety of complex Town issues; contacts require considerable judgment; persuasion; strategy; patience; courtesy and discretion and the ability to handle sensitive and confidential information in a professional manner. Ability to identify goals and objectives and organize workload. Ability to prepare, manage and review budgets. Ability to administer and interpret regulations, policies and procedures firmly, tactfully and impartially. Ability to multi-task effectively and work within timelines. Ability to respond with tact and courtesy when dealing with the public. Ability to maintain records and prioritize tasks.

Skill: Excellent organizational skills and interpersonal skills. Excellent communication skills in dealing with all levels of staff. Excellent presentation skills. Skills in operating computers and utilizing appropriate software applications to include database and spreadsheet applications. Excellent organizational skills. Skill in all of the above listed tools and equipment.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects weighing up to 40 pounds. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

Supervision Received: Work is performed under the general direction of the Select Board and is performed independently requesting assistance with unusual situations which do not have clear precedents.

Supervision Given: Provides day-to-day administrative coordination and direction to department heads under the jurisdiction of the Select Board, including the Inspectors, Dog Officer, Fire and Police Chiefs, Highway Superintendent, Finance Director, Assistant Town Administrator/Human Resources Director, Executive Assistant, as well as to all boards and commissions that report to

the Select Board. Serves as the Select Boards liaison to other Town departments and boards, coordinating activities involving more than one department and following up with all departments on issues requested by the Selectmen

Job Environment:

- A majority of work is performed under typical municipal office conditions; noise level is moderate. A small percentage of work might occur at off-site meetings in conference rooms or meeting spaces.
- Regularly operates computers and peripherals, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contacts with Town departments, town employees, officials, vendors, contractors and the general public. Contacts are in person, in writing, and by telephone and usually involve the provision of information of a technical or factual nature to the public or interested parties.
- Performs varied and responsible departmental functions requiring independent judgment to ensure compliance with applicable laws, rules, regulations, or compliance to departmental policies, procedures, and methods.
- Has access to department-related and confidential information.
- Errors could result in significant confusion and delay, loss of department services, possible adverse public relations and have financial repercussions.

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.