Town Administrator for the Town of Boxborough

Town Administrator

Definition:

The Town Administrator functions as the Town's full time Chief Administrative Officer. This position is the senior management position that supervises, and is responsible for, the efficient and effective administration of all officials, departments, and committees under the jurisdiction and operation of the Board of Selectmen, excluding the police, fire and public works departments. This person must exercise management discretion in unison with the Board of Selectmen and provides direction in conformance with Board policy.

Distinguishing Characteristics:

This single-position class administers the operations of the Town, excluding the police, fire and public works departments under general direction of the Board of Selectmen. This employee is responsible for keeping the Board's records, overseeing budgets and bylaws for the Board's consideration, overseeing the proper execution of the departmental budgets, and ensuring adequate staff support for Town Offices, subject to appropriate budgetary constraints. The work requires that the employee possess and exercise excellent interpersonal skills as he/she is the link between the general public, elected officials, County and State authorities, departments and the Board of Selectmen.

Works under direction which is determined by controlling legislation but which must be interpreted with frequent requirements that methods and procedures be devised or modified to be consistent with changes in legislation, or rules and procedures promulgated by the Commonwealth and Massachusetts General Laws. Performs work, which requires acceptance of responsibility and the execution of authority as the Town's Chief Administrative Officer. Supervision is exercised over the work of other employees, including hiring, termination and training of subordinate support staff.

Work requires the ability to represent Town effectively in important decision areas and forums which could have considerable impact on current and long-range economic conditions within the Town.

Examples of work:

Oversees the operations of the Town, with the exception of the police, fire and public works departments, on a daily basis, executing policies of the Board of Selectmen in areas of municipal management, administration, coordination, and supervision. Exercises administrative authority over town departments, commission, boards, committees, and officers under the jurisdiction of the Board of Selectmen, except as noted above. Coordinates the activities of all the town offices.
Serves as Chief Procurement Officer for the Town.
Administers all matters relative to property and liability insurance.
Stays current on legal matters for the Town and authorizes according to Board of Selectmen policy, use of town counsel.
Acts as Chief Fiscal Officer of the Town, in conjunction with the Finance Team and Finance Committee.
Coordinates the preparation of the operating budgets and capital outlay programs in conjunction with the Finance Committee and Finance Team.
Approves the payment of all bills incurred by the Board of Selectmen and Town Hall Offices.

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Serves as Personnel Administrator for the Town Employees with the exception of school employees; serves as the Affirmative Action Officer and ADA Compliance Officer for the Town; exercises managerial responsibility for support staff and appointed positions as directed by the BoS.
Oversees delivery of management goals as set by the Board of Selectmen for all Departments except the school, police, fire and public works departments.
Serves as liaison and resource person for Boards, Committees, Department Heads, and elected Officials.
Coordinates volunteers, employees, elected officials and contractors for maximum benefit of the town.
Assures a "consumer friendly" Town Hall.
Oversees preparation of Town Warrants, all materials for all Town Meetings and Annual Report.
Oversees preparation and directs budget process for the Board of Selectmen.
Oversees preparation of agendas, sets meetings and correspondence priorities and attends the meetings of the Board of Selectmen and other boards and committees as necessary. Develops policy proposals and recommends policy alternatives to the Selectmen.
Manages information systems, coordinated internal financial information systems and networking.
Manages the preparation and administration of Town Hall grants.
Formulates written policies for the Town under the supervision of the Board of Selectmen.
Maintains active membership and participation in state and national organizations of municipal managers.
Performs other duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

I - Education and Experience

Masters Degree in Public Administration or other relevant field of study. A minimum of five years of progressive experience in a responsible senior position in municipal administration, including two years of supervisory experience, and/or any equivalent combination of education and experience equal to the above requirements.

II- Knowledge, Ability and Skills

Knowledge: Thorough knowledge of the principles and practices of public administration; thorough knowledge of principles, practices, and laws relating to Personnel Administration for public employees, including collective bargaining; knowledge of sources of information related to problems of local government; thorough knowledge of the laws related to Public Hiring, Discrimination, Harassment; thorough knowledge of the laws related to bidding; knowledge of MGL's; knowledge of municipal finance, municipal budgets; understanding of local bylaws.

Ability: Ability to write clear and concise reports memoranda, directives, letters and other documentation; ability to develop comprehensive plans from general instructions; ability to accomplish assigned administrative tasks with a minimum of supervision and with only general directions; ability to establish and maintain satisfactory work relationships with Department Heads and the Public; ability to plan and supervise the work of others; good physical condition; ability to be flexible and to deal with emergencies; ability to shift priorities as needed; ability to communicate management goals to all Departments; ability to make decisions based on standards set by the Board of Selectmen; ability to manage several projects at one time.

Skills: Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, Internet research, and appropriate software applications. Aptitude for numbers and details. Strong analytical skills. Organizational skills. Office management skills; public speaking skills.

III- Special Requirements

Massachusetts Class D driver's license.

IV -Physical Requirements

Minimal physical effort generally required in performing duties under typical office conditions. Lifts/moves objects weighing up to 25 pounds; files, and types on a keyboard at a moderate speed. Able to operate computer and view computer screens for extended periods of time. Spends extended periods of time sitting/standing at meetings. Hearing and vision correctable to normal ranges; close-up vision and the ability to adjust focus across a presentation audience. Able to operate an automobile to perform in-town and out-of-town travel to transact town business; travel to night meetings are common place in order to confer with the Board of Selectmen and other town bodies.

The duties listed above 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. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____