



Assistant Town Administrator

Town of Boxborough, MA

Position Purpose

Under the general direction of the Town Administrator, the Assistant Town Administrator performs professional administrative, planning, and technical work in the coordination and management of Town government. Responsibilities include general management, supervision, human resources, procurement, insurance coordination, and special projects and other related work, as required. Serves as a liaison and coordinates between Town officials, employees, and citizens.

Supervision Scope:

Exercises considerable judgement and initiative in providing professional advice to a variety of official boards and committees concerning the development, implementation, and administration of policies, goals, regulations, and statutory requirements related to the administration and operation of the Town. Situations not clearly defined by precedent or established procedures are referred to the Town Administrator.

Supervision Received:

Works under the general supervision of the Select Board and Town Administrator with considerable latitude for independent judgement and action within established bylaws, policies and procedures, and the requirements of federal, state, and local law with minimal direct supervision.

Supervision Given:

Oversees activities of all Town employees under the direction of or in absence of Town Administrator.

Job Environment

Work is performed under typical office conditions.

Distinguishing Characteristics

Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis, and implementation of Town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports; coordinates projects for the Town Administrator.

Advises Town Administrator, Boards, and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town bylaws, Town policies and procedures and collective bargaining agreements.

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Acts as primary Human Resources Manager to coordinate training and development of employees. Researches and investigates personnel issues and grievances. Actively assists in collective bargaining negotiations when directed. Advises department heads on the methods to be used when administering personnel procedures including but not limited to: recruiting, hiring, evaluating, disciplining, and terminating. Keeps abreast of federal and state laws and regulations pertaining to personnel practices and labor law. In conjunction with the Personnel Board, develops, administers, and monitors personnel policies and practices to ensure contractual and statutory compliance. Mediates employee disputes; works to improve communication within departments.

Has access to an extensive amount of highly confidential information relating to the Town, the disclosure of which may cause serious repercussions. Confidential information may include, but is not limited to police investigations, labor negotiations, personnel records, contract development, and information about citizens.

Errors in judgement could have continuing adverse effect on the Town's ability to deliver services, result in loss of municipal revenues, have far-reaching legal and financial ramifications, and cause significant adverse public relations.

Examples of Work

Develops and recommends to the Town Administrator (TA) administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures, and keeps the TA informed on relevant issues.

Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Administrator in their absence; serves as acting Town Administrator when so designated by the Town Administrator or Select Board.

Provides staff support to the Personnel Board and other committees as assigned by the Town Administrator.

Assists in procurement and contracting including supplies, services, design, and construction; prepares RFP documents and advises department heads and staff on procurement procedures and requirements; assists departments with the preparation of required contracts.

Assesses the climate for effective performance, training and development needs, employee relations, and organizational structure as it affects employee motivation and interdepartmental relations; makes recommendations for optimizing human resources.

In conjunction with the Treasurer/Collector, oversees the administration of insurance related matters including health, life, workers' compensation, fleet, property, and liability, and selects and monitors employee benefits plans.

Assists in preparation of annual operating and capital budgets. Assists in the preparation of Town Meeting warrant articles by preparing backup information on various projects.

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Acts as liaison and coordinates activities with municipal, county, state, and federal agencies and officials. Attends local, state, federal, or other meetings to gather or present information, ask or answer questions and respond to input.

Assists in the preparation for the Select Board meetings, researching issues, providing background and recommendations for action when requested.

Responds to citizen inquiries, complaints, and suggestions; provides research assistance and addresses requests of other Town departments, general public, citizen groups, and media.

Assists the Town Administrator as directed on a variety of administrative issues and completes special projects as assigned.

Attends after-hours meetings and events as needed.

Performs similar or related work as assigned by the Town Administrator

Recommended Minimum Qualifications

Education, Training, and Experience:

Bachelor's degree in public administration, business administration, human resources, or a related field; master's degree or professional certification and municipal experience preferred. Three to five years of administrative experience, including municipal management experience; human resources experience is preferred or an equivalent combination of education and experience.

Special Requirements Examples:

Valid driver's license.

Massachusetts Certified Public Purchasing Official (MCPPPO) designation or ability to obtain within two years of hire.

Certification as a Professional in Human Resources (PHR) is desirable.

Knowledge, Ability and Skills:

Knowledge: Knowledge of municipal government, Massachusetts General Laws, including procurement laws and relevant federal laws and regulations, personnel management and labor relations, public finance and budgeting, and public ethics.

Ability: Ability to establish and maintain effective working relationships with employees, board members, town officials, and the general public. Ability to communicate effectively orally and in writing with town employees, outside organizations, and the general public; ability to independently prioritize, plan, and organize a variety of responsible and complex tasks. Ability to work effectively under time constraints to meet deadlines.

Ability to use discretion in relation to town-wide confidential information, including personnel files, collective bargaining negotiations, bid documents, legal proceedings, and criminal investigations.

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Skills: Written and oral presentation skills. Mediation, conflict resolution, and leadership skills. Excellent customer service and public relations skills. Analytical and budgetary skills. Excellent computer skills including proficiency in spreadsheet, database, financial, and word processing software. Proficiency in electronic documentation, spreadsheets, presentation applications, and effective knowledge of availability of information.

Physical Requirements: (Examples)

Required to sit, listen, use hands, walk, stand, stoop, kneel, and reach with hands and arms to access documents and files. May occasionally lift up to 20 lbs. Vision and hearing are required for the position.

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.

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: _____

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