

# **Town of Boxborough, MA**

**POSITION: Town Administrator**

**DEPARTMENT: Executive Office**

**FLSA STATUS: Exempt**

**REPORTS TO: Select Board**

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## **GENERAL SUMMARY:**

The position is a senior management position responsible for the efficient and effective management and administration of all officials, departments, and committees under the jurisdiction of the Select Board and administrative support and coordination for all other official Town boards.

The Town Administrator functions as the Town's Chief Operating Officer (COO) and Chief Financial Officer (CFO) assisting and advising the Select Board in the discharge of the duties of their office; providing executive leadership for the Town in areas of policy formulation, financial management, labor relations, and organizational operations; performing complex professional, administrative, and management work in providing daily administrative supervision and support for ongoing Town activities, the Town's professional staff and its volunteer boards and committees; and the support of elected Town boards and the coordination of said boards and the aforementioned staff and volunteers.

## **SUPERVISION SCOPE**

The position performs highly responsible duties requiring considerable initiative in planning, organizing and directing the work of others through the exercise of considerable independent judgment.

## **SUPERVISION RECEIVED**

The position works under the general direction of the Select Board, in accordance with the applicable provisions of federal, state and local, laws, rules, regulations and policies.

## **SUPERVISION EXERCISED**

The position manages all direct reports within the Executive Office (e.g. Administrative Assistant and Assistant Town Manager) as well as all Department Heads (excepting the Director of the Library).

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties established herein may be delegated to other employees, beyond those in their immediate job descriptions, subject to notification to the Select Board and provided, however, that the Town Administrator retains responsibility for oversight of the following areas:

### **General Operational Matters:**

- Serves as agent of the Select Board representing it across the organization as well as appropriate regional, state, and federal agencies and collaboratives;
- Facilitates Select Board discussions on the development and adoption of long and short-range goals and objectives advising on the global and long-range impacts thereof;
- Evaluates current programs and services and recommends changes to meet emerging needs. •
- Coordinates staff, Boards and Commissions in the development and furtherance of Board Policies;
- Prepares recommended agendas for consultation with the Chair including appropriate motions, back-up materials and briefing papers;

- Interacts with citizens and assists in the resolution of citizen complaints and concerns;
- Advises on business continuity plans and policies;
- Manages litigation and legal services;
- Manages all property, liability, public officials' insurance and the like;
- Responsible for media and public relations and oversees directly – and through others – the Town's reporting to the citizenry by means of the annual reports, press releases, television, social media and other means of communication on items of import; and
- Responsible for the management of all properties under the authority of the Select Board; and
- Develops and implements the town's Information Technology (IT strategy).

#### **General Legislative Matters:**

- Prepares for Town Meetings, including preparation of town meeting warrant articles and coordination of articles with the Boards, Committees, Town Counsel and all appropriate departments; answers questions regarding warrant articles and matters under his/her jurisdiction;
- Assists and coordinates with the Moderator, Town Clerk, media services (BXB-TV) and host facility on planning and logistics for the Town Meeting venue.
- Recommends to the Select Board and other Town officials/agencies adoption of measures requiring action by them or Town Meeting; and
- Advises on pending General Law proposals, the impact thereof and desirable special legislation.

#### **Human Resources Matters:**

- Nominates all Department Heads, excepting the Fire Chief, Police Chief, Public Works Director and Director of the Library, subject to confirmation by the Select Board;
- Appoints all other staff excepting those under the supervision and control of the Fire Chief and Board of Library Trustees;
- Conducts annual performance reviews of all direct reports and provides employee guidance on performance regularly or as needed;
- Implements corrective action and/or discipline, up to and including discharge of all staff positions subject to appointment by them, provided however that any discipline of Department Heads in excess of five (5) days shall be subject to the confirmation of the Select Board;
- Serves as Personnel Administrator and manages maintenance of employee personnel files;
- Serves as the Affirmative Action Officer and ADA Compliance Officer for the Town;
- Negotiates union and non-union employment contracts and agreements based on Select Board established parameters;
- Advises the Select Board on, and manages, all matters relating to recruitment and retention of employees and the work rules, policies and practices including, but not limited to appropriate job descriptions, classifications, compensation, medical, dental, Workers Compensation, and 111F coverage and the like; and
- Ensures effective onboarding and orientation of incoming employees and volunteers, and ensures they are provided with needed resources and training related to their positions;
- Ensures all employees receive adequate training and are kept abreast of updated operational policies and procedures in accordance with best practices; and
- Conducts exit interviews with all personnel leaving the employment of the Town in accordance with best practices.

#### **Financial Management Matters:**

- Advises on best management practice and the development of Financial Management Policies;
- Is Chief Procurement Officer (MGL Ch. 30B) and oversees and approves all purchases of goods and services for goods and services whether procured under the provisions of Ch. 30B or not;
- Maintains the Town's Capital Improvement Plan;
- Assists the Select Board to establish goals and objectives for the coming Fiscal Year, prepares a consolidated revenue and expense projection of capital and operational needs of the organization for said fiscal year to implement said goals and objectives, presenting and defending the same to the Finance Committee;
- Pursues grant, donation and alternate funding resources advising the Select Board on the long term and goal impacts and sustainability of funded sources after termination of the identified funding source; and
- Reviews all budgets versus actuals periodically advising the Select Board on areas of concern and suggested actions.

### **OTHER DUTIES AND RESPONSIBILITIES**

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.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience**

Master's degree in business, public administration or other relevant field together with a minimum of seven years of progressive experience in a responsible senior position, including five years of management experience, and/or any equivalent combination of education and experience equal to the above requirements.

**Preference is given to those with municipal experience in an Open Town Meeting form of government.**

### **REQUIRED LICENSING AND CERTIFICATION**

Reserved

**Preference is given to those who have earned the Massachusetts Certified Public Purchasing Official (MCPPO) and the ICMA Credentialled Managers designations.**

### **DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge:* Thorough knowledge of the principles and best management practices of public administration; thorough knowledge of Massachusetts General Laws including, but not limited to, statutes on Open Meeting(s), Public Records, Ethics, Procurement, Collective Bargaining and Personnel Practices (Hiring, Discrimination, Hiring and the like) and Benefits, and municipal finance; 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 bring people together around complex goals and develop consensus among community groups and individuals that may not share common priorities. Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees,

Select Board/committee members, agencies and officials, media and the public. Ability to prioritize and manage multiple tasks and shift priorities as needed, ability to be flexible and to deal with emergencies; and delegate authority in a prompt and effective manner. Ability to negotiate contracts, agreements and appropriate working arrangements. Ability to deal tactfully with disgruntled members of the public and town staff; ability to communicate management goals to all Departments; ability to make decisions based on standards set by the Select Board.

C) *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, organizational and management skills; public speaking skills.

### **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone and other general office equipment.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort generally required in performing duties under typical office conditions. Occasionally 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 commonplace in order to confer with the Select Board and other town bodies.

Frequently required to use hands to handle or feel objects, tools, or controls, and reach with hands and arms. Frequently required to sit, talk, and listen. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Occasionally carries and/or lifts items, weighing no more than 25 pounds. Requires access to other Town departments.

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

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work is primarily performed in a fixed daytime interior office setting occasionally under pressure of time constraints to meet necessary deadlines. This is a multi-tasking environment with frequent interruptions to respond to requests for services from town employees; which requires the ability to function cognitively at a high level and sometimes under stress.

Occasional night meeting attendance is required. Occasional travel to offsite and exterior locations may be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position, unless such accommodations would pose an undue hardship on the Town.

**This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**Recommended:** ITA C. Terenzini

**Approved (Name):** Select Board

**Approved (Date):** July 11, 2022

**Amended:** August 3, 2022

October 17, 2022 (And “... to delegate the authority contained therein.”)