

TOWN ADMINISTRATOR

Position Purpose:

Performs professional management work overseeing activities of town departments under the jurisdiction of the Board of Selectmen and in accordance with federal, state, local laws and regulations. Is responsible to the Board of Selectmen for the administration of all town affairs placed under his/her authority; provides executive leadership for the Town in areas of policy formulation, fiscal affairs, economic development, labor relations, and organizational development. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature, requiring the exercise of considerable independent judgment. Provides professional advice to a variety of officials, departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the Town. Analyzes difficult administrative problems and recommends solutions, managing diverse projects, recommending long and short range goals, motivating and coaching staff, and coordinating the activities of many independent boards, commissions, and departments.

Supervision Received: Works under the policy direction of the Board of Selectmen with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department's goals and objectives. Questions are referred to supervisor only when clarification of town policy is needed. Works under the jurisdiction of federal, state and local laws and procedures. Works under the orders and directives received from town meeting.

Supervision Given: Supervises and directs the administration of all functions under their control as outlined in the Town Charter. This includes the three main department heads (Police, Fire, DPW), Town Secretary, Treasurer, Tax Collector, Town Clerk, Accountant, COA Director, Building Commissioner, and various clerical positions.

Job Environment:

Work is generally performed under typical office conditions. Required to work outside of normal business hours and attend frequent evening meetings. Also, may be contacted at home at any time to respond to important situations and emergencies. Incumbent is required to attend numerous meetings with various town boards and committees and is expected to attend social and civic events to represent the Town.

Operates an automobile, computer, telephone, and standard office machines.

Makes frequent and direct contact with local, county, state, regional and federal agencies and officials, the media, community leaders, town employees and department heads, local civic and

special interest groups, and the general public. Contacts are in person, by telephone, in writing and via email.

Has access to an extensive amount of highly confidential information relating to the Town of Hubbardston, 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 judgment 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.

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.)

Serves as Chief Administrative Officer, directly responsible to the Board of Selectmen for the administration of all town affairs placed in his/her charge by the Town Charter. This includes both daily and long-range management, planning, research, development, implementation and enforcement of policies approved by the Board of Selectmen as well as the monitoring of all major town department activities in order to keep the Board informed of status of municipal operations.

Appoints and removes all department heads, officers, subordinates, and employees of the town, except for appointments of school department and library trustees, made by representatives of the commonwealth, governed by civil service, or another method of appointment provided for in the Town Charter.

Directs and supervises the administration of all functions under the Town Administrator's control as defined in the Town Charter.

Prepare and submit the annual operating and capital budgets.

Attend and participate at all regular and special meetings of the Board of Selectmen. Attend all sessions of Town Meetings.

Administer the General Laws and special laws applicable to the town, to the Charter, to the bylaws and votes of the towns and all rules and regulations my by the Board of Selectmen.

Negotiate all labor and employment contracts, except for school committee and library trustees. Proposed contracts will require final approval of the Board of Selectmen.

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Maintains an inventory of all town property, and be responsible for maintenance and repair of town property placed under their control by the Town Charter or bylaw.

Maintains full and complete records of financial and administrative activities of the town and present a full report to the Board of Selectmen at the end of each fiscal year and otherwise as required.

Serves as Chief Procurement Officer, responsible for procurement, award and execution of contracts for supplies, services, materials, and equipment, excluding the school district and the library except by agreement.

Make inquiries at any time into the conduct of any officer, employee, or department.

Administers the Selectmen's Office by receiving and making appropriate deposition of all correspondence and communications. In conjunction with the Chairperson of the Board, makes all procedural and substantive preparation for the meetings of the Board. Anticipates the needs of the Board for information and background material for setting policy and decisions made by the Board. Ascertains that all decisions of the Board are carried out.

Responds to inquiries, complaints and problems, and provides assistance to department directors, town staff, local and state officials, and business and community leaders, citizens, the news media, and the general public. Resolves the more difficult customer service requests.

Acts as the Board of Selectmen's liaison to town building committees on town-wide construction and other capital projects.

Informs the Board and any other appropriate boards/committees of all relevant statutory and regulatory changes.

Informs and advises the Board of Selectmen of trends, problems and activities as appropriate to facilitate policy making; recommends policy, guidelines and operational strategies to board; implements policy options as directed by the Board.

Shapes the policies of the Town's financial plan. Prepares the budget and presents the financial plan to the Board of Selectmen and Finance Committee. Responsible for the development and updating of the capital improvement program.

Responsible for the preparation of annual and special town meeting warrants and annual town report. Attends all sessions of the town meeting and provides Selectmen with information to address questions from voters of the Town.

Works with town boards and commissions in an advisory capacity; provides reports on various town projects; works with regional and state agencies. Serves as liaison to all boards, commissions and officers.

Represents the Board of Selectmen before local, regional, state and federal agencies.

Coordinates litigation and legal opinions between the Selectmen, Town Counsel, and various boards, departments, committees, and commissions.

Ensures that projects and programs are effectively coordinated by supervising the projects and programs, ensuring that communications are defined amongst officials and employees involved, and reporting to Selectmen on problems encountered.

Conducts regular staff meetings with department heads; reviews program goals and objectives with department heads.

Sees to it that the provisions of general laws, votes of town meetings and of the Selectmen, which require enforcement by him/her or officers subject to his/her direction and supervision are faithfully carried out.

Reviews budget reports, financial statements, requests for proposals, and other documents; makes recommendations and forwards documents for further action as required. Composes letters, memos, e-mail documents and other materials; writes reports.

Approves the bi-weekly Town Warrant.

Monitors availability of grant programs applicable to the Town; prepares grant applications for projects consistent with town goals; administers funded grants.

Maintains knowledge of practices and trends in local government management by attending professional seminars and conferences.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree required; Master's Degree desired in public administration, business management or closely related field; five to ten years of experience as a municipal administrator or a related field; municipal management strongly preferred; experience with town meeting process; or any equivalent combination of education, training and experience.

Special Requirements:

Must possess a valid driver's license.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of public finance, budget management, personnel management, collective bargaining, and intergovernmental relations. Comprehensive knowledge of the functions of municipal government. General understanding of the interaction between local government, state government, and federal government. General knowledge of Massachusetts General Laws as they apply to municipal government. Working knowledge of public administration, practices, and general office procedures. Sufficient knowledge of emerging technologies and to recognize its value to the Town.

Ability: Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to conceptualize and put into operation department and town-wide goals and objectives. Ability to plan, organize, evaluate and control the administration of town programs.

Skill: Excellent fiscal and supervisory skills. Skill as a strategic thinker experienced in bringing divergent perspectives to agreement around key public policies and programs. Professional skills related to customer services. Proficiency in various computer software and hardware applications.

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.

Lifts/moves objects weighing up to 10 pounds, files, and types on a keyboard at a moderate speed. Operates 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. Regularly conveys information to the public.

(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.)