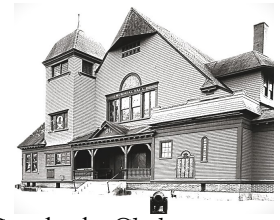




OFFICE OF THE SELECT BOARD
272 Main Street Townsend Massachusetts 01469



Laura Shifrin, *Chair*

Veronica Kell, *Vice Chair*

Valerie Goodrich, *Clerk*

Kieran Meehan, Interim Town Administrator

Sabrina Moore, Administrative Assistant

Job Description: Town Administrator

FLSA: Full-time, exempt, fully benefited, appointed by the Select Board, non-union, under Employment Contract

The Town Administrator functions as the full-time chief administrative officer of the Town of Townsend (the Town) and shall be accountable to the Select Board (the Board) for the administration of Town affairs. The primary responsibility of the Town Administrator is to manage the day-to-day administration of departments under the Board's jurisdiction. The position is responsible for keeping the Board's records, producing budgets and bylaws for consideration, overseeing the proper execution of departmental budgets, and ensuring adequate staffing for Town offices, subject to appropriate budgetary constraints.

The Town Administrator must possess and exercise excellent interpersonal skills as the link between the public, elected officials, County and State authorities, departments, and the Board. The position is required to stay current with rules, procedures, and legislative changes promulgated by the Commonwealth of Massachusetts. The Town Administrator is responsible for making recommendations, revisions, or modifications in policy to the Board and ensuring compliance with Massachusetts General Laws. Management is exercised over the work of other employees, including hiring, termination, and training of subordinate non-exempt staff. Work requires the ability to represent the Town effectively in forums that may have a considerable impact on current and long-range economic conditions.

In this role, the Town Administrator shall:

- 1) Attend all Board meetings, present factual material, and assist in the conduct and organization of meetings.
- 2) Report to the Board on trends, developments, and emerging practices in town government and its efficient administration and organization.
- 3) Develop recommendations for cost savings and efficiency in town government.
- 4) Supervise all studies, investigations, reviews, or other special projects as directed by the Board.
- 5) Report to the Board on the financial situation of the Town and the administration of its offices.
- 6) Attend all Town Meetings (Annual and Special), assisting in the production of Warrant Articles and deliverables, successfully communicating information under consideration to citizens.

Financial Management:

- 1) Responsible for coordinating the flow of information among those with fiscal responsibilities.
 - a. Work with the Town Accountant and the Collector/Treasurer to provide fiscal controls and management reports.
 - b. Work as liaison between the Board and independent Town boards on fiscal matters.
- 2) Coordinate the preparation of the annual Town budget.
 - a. Work with all Town officers, departments, and boards to establish budgetary goals in a coordinated manner.
 - b. Provide Town officials with the information and assistance needed to make informed budgetary recommendations.



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- c. Prepare comprehensive budgetary priorities, serving as a liaison between Town administrative officials and the Finance Committee.
- 3) Develop a long-range financial planning program.
 - a. Work with the Board and any other committee it may authorize to plan regular and capital expenditures.
 - b. Provide the Town with a framework for revenue and expenditure planning, including the use of forecasting to present an annual long-range financial outlook.
 - c. Provide the Board with information on emerging revenue sources from taxes, fees, and grants. Oversee grant, donation, and alternative funding resources with departments, advising the Select Board on their relations to goals as well as their long-term impacts and sustainability.
- 4) Establish and administer a program of expenditure control.
 - a. Provide leadership and guidance on purchasing across departments and establish and maintain an inventory of all Town property, delegating such tasks as appropriate.
 - b. Negotiate all purchasing contracts and award such contracts subject to Board approval involving any area within the jurisdiction of the Town Administrator.
 - c. Serve as Chief Procurement Officer under Massachusetts General Law, Chapter 30B.

Personnel Management:

- 1) Administer and make recommendations on Personnel Policies and Procedures to the Board.
- 2) Provide for regular performance reviews for Town employees in coordination with department heads.
- 3) Appoint, subject to recommendation and approval by the Board, all Town employees for whom no other method of appointment is specified in the Home Rule Charter or Town bylaws.
- 4) Implement corrective action and/or discipline.
- 5) Ensure effective onboarding and orientation of incoming employees, delegating such duties to administrative staff or department heads where appropriate.
- 6) Conducts exit interviews with personnel leaving the employment of the Town.

Collective Bargaining:

- 1) Prepare a coordinated strategy for collective bargaining based on current and long-range financial planning, including Town boards and department heads where appropriate.
- 2) Work with Town officials to prepare specific strategies and positions for each union contract negotiation.
- 3) Participate in and direct collective bargaining negotiations.
 - a. Attend and direct negotiations for the Town.
 - b. Review and recommend contract language where necessary.
 - c. Make recommendations for contract approvals to the Board.
- 4) Work with Town officials to implement contracts agreed upon and to enforce the provisions of such contracts.



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Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in political science, public or business administration, or a related field; Master's preferred. Five to seven (5-7) years of progressively responsible experience in municipal management or comparable executive leadership or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Massachusetts Certified Public Purchasing Official (MCPPO) Designation, or the ability to obtain such within one year of employment.

Special Requirements:

Valid Massachusetts 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 to recognize its value to the Town.

Ability: Ability to direct and evaluate the work of department heads and to establish and maintain effective working relationships with all town employees, board/committee members, officials, and the public. Ability to prioritize and manage multiple tasks, delegating authority efficiently to evaluate and control the administration of town programs.

Skill: Proficient oral and written communication skills and the ability to represent the Town before an array of organizations. Excellent fiscal and supervisory skills, able to bring divergent perspectives to agreement around key public policies and programs. Proficient in data processing and spreadsheet skills.

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 an automobile to perform in-town and out-of-town travel to transact town business; regular travel to night meetings is required.

Additional Town Charter Requirements:

Pursuant to Section 4-1 of the Town Charter, the Town Administrator shall not have served in an elective position in Town government for at least twelve months before.

(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.)

The TOWN OF TOWNSEND does not discriminate in the selection, hiring, appointment or employment of any individual on the basis of race, color, religion, creed, national origin, disability, gender identification, veteran status, ethnicity, appearance, or age