



OFFICE OF THE SELECTBOARD  
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

Theresa A. Morse, *Clerk*

Edward R. Perry, *Interim Town Administrator*

Sabrina Moore, *Administrative Assistant*

## **Job Description: Town Administrator**

The Town Administrator functions as the full-time Chief Administrative Officer of the Town of Townsend (the Town) and shall be directly accountable to the Board of Selectmen (“the Board”) for the administration of Town affairs. The primary areas of responsibility of the Town Administrator are to assist and manage departments under the jurisdiction of the Board. The Town Administrator shall generally assist the Board in the execution of its duties.

The position 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 staffing for Town offices, subject to appropriate budgetary constraints. The work requires that the Town Administrator possess and exercise excellent interpersonal skills as the position serves 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 important decision areas and forums which could have considerable impact on current and long-range economic conditions within the Town.

In this role, the Town Administrator shall:

- 1) Attend all meetings of the Board
  - a. Prepare and present factual materials at all meetings as directed by the Board.
  - b. Generally, assist the Board in the conduct and organization of meetings to ensure productive sessions and informed decisions.
- 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 regularly to the Board on the financial situation of the Town and administration of its offices.
- 6) Attend all Town Meetings (Annual and Special)
  - a. Generally, assist the Board in its preparation of dates, Warrant Articles, location, and deliverables.
  - b. Be available to citizens of the Town for questions and information on matters under consideration at Town meetings.

The Town Administrator shall be generally responsible for the fiscal management of the Town and shall assist the Board in carrying out its fiscal responsibilities.

- 1) Responsible for coordinating the flow of information among those with fiscal responsibilities.
  - a. Work with Town Accountant and Collector/Treasurer to provide fiscal controls and management reports on revenues and expenditures.
  - b. Work as liaison between the Board and independent Town boards on fiscal matters.



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- 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.
  - c. Prepare comprehensive budgetary priorities in a timely manner and serve 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 planning and expenditure planning, including the use of forecasting beyond the current fiscal year.
  - c. Provide the Board with information on emerging revenue sources from taxes, fees, and grants. (Federal, State, or private)
- 4) Establish and administer a program of expenditure control.
  - a. Provide the Town with a unified purchasing service. The Town Administrator shall be responsible for purchasing all supplies, materials, services, and equipment for all departments within the jurisdiction of the position. The Town Administrator shall also examine and inspect the quality, quantity and condition of supplies, materials and equipment delivered to or received by the Town. A similar examination of services provided to the Town may also be performed by the Town Administrator.
  - b. Establish and maintain an inventory of all Town property.
  - c. Negotiate all purchasing contracts and award such contracts subject to Board approval involving any area within the jurisdiction of the Town Administrator.
  - d. Serve as Chief Procurement officer under Massachusetts General Law, Chapter 30B.

The Town Administrator shall be generally responsible for the personnel management functions within the Town.

- 1) Administer the Personnel Policies and Procedures and make recommendations to the Board for their approval.
- 2) Provide regular performance reviews and appraisals for Town employees, including performance evaluations for employees at least once each year.
- 3) Appoint, subject to Board approval, all Town employees for whom no other method of appointment is specified in the Home Rule Charter or Town bylaws.
  - a. All appointments shall be made based on merit and fitness alone.
  - b. All appointments will be made upon recommendation to and approval by the Board.

The Town Administrator shall be generally responsible for collective bargaining responsibilities for those Town departments within the jurisdiction of the Board of Selectmen.

- 1) Work with Town boards and departments to prepare a coordinated strategy for and an integrated approach to collective bargaining.
- 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.

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:

Master's degree in public administration, business management or closely related field; five years of experience as a municipal administrator; experience with Town Meeting process; or any equivalent combination of education, training and experience; Massachusetts Certified Public Purchasing Official (MCPPO) Designation.

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 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. Basic skill in utilizing personal computers.

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; regular travel to night meetings is required to confer with the Board of Selectmen and other town bodies. Regularly conveys information to the public.

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 prior to appointment and the Town Administrator shall not hold any other public office, elective or appointive.

*(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.)*