

BOARD OF SELECTMEN
TOWN OF DIGHTON
979 SOMERSET AVENUE
DIGHTON, MASS. 02715



POSITION DESCRIPTION

Class Title: Town Administrator
Department: Board of Selectmen
Union: None
Location: Town Hall
Effective:

GENERAL PURPOSE:

As chief administrative officer of the town, performs high level administrative, technical and professional work in directing the activities of the Town's departments, commissions, boards and offices under the jurisdiction of the Board of Selectmen, and other town departments and organizations as directed.

SUPERVISION RECEIVED:

Works under the broad policy direction of the Town Board of Selectmen.

SUPERVISION EXERCISED:

Has administrative supervision over all town departments reporting to the Board of Selectmen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manages the daily operations of the Selectmen's office and supervises support personnel; attends all regular and special meetings of the Board of Selectmen; keeps Selectmen informed of ongoing activities and issues; conducts research and prepares agenda, reports and presentations as directed by the Selectmen.

Plans, coordinates, and administers the activities of town departments, commissions, boards and officer under the jurisdiction of the Board of Selectmen; coordinates the activities of all town departments, boards and commissions; develops policy proposals and recommends policy alternatives to the Selectmen; implements polices and directives adopted by the Board.

Serves as the liaison officer of the Board of Selectmen with all of the departments, boards and agencies of the Town.

Attends all regular and special Town Meetings.

Performs a public relations function for the Town in dealing with local business, community members and local media; responds to inquiries and requests for information; makes referrals to appropriate boards, departments or officials; and makes frequent contact with local, state and federal officials.

Receive and approve the budgets for those departments, the head of which, or whose administrative boards are appointed by the Board of Selectmen, or are required to report to a subcommittee of the board.

Continuously reviews departmental budgets that have been submitted and shall from time to time, as he/she deems necessary, request said departments and/or boards to meet with him/her for the purpose of reviewing their receipts and expenditures during the year.

Advises the Town Board of Selectmen of financial conditions and current and future Town needs.

Administers personnel policies of the Town including oversight of all benefits and insurance programs; assists in or represents the Town in negotiation of labor contracts; recruits, screens, and interviews applicants for high-level town positions; evaluates the performance of department heads in departments under the Selectmen's jurisdictions; hires all employees under the Selectmen's jurisdiction for those positions not requiring an appointment by the Selectmen.

Oversees research and applications for grants; provides oversight for grants received.

Acts as the Town's Municipal Hearing Officer, if selectmen so direct.

Acts as the Town's Information Systems Director, if selectmen so assign.

Responsible for purchasing all material, equipment, and supplies of the Town except otherwise provided by law. Negotiates contracts involving any subject within his jurisdiction. These proposed contracts shall be subject to final approval and execution by the Selectmen.

Responsible for maintenance of Town Buildings, purchase of heating oil and office supplies.

Prepares bids, RFP's, etc., in accordance with Mass General Laws Chapter 30B and Chapter 149.

Access to the full and complete records of the finance and administrative activities of the Town and to a full and complete inventory of all property of the Town, both real and personal.

May serve on committees or commissions as directed by the Board of Selectmen.

Performs other similar or related duties as required or exercises other duties and powers as are provided for in the General Laws of Massachusetts.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in public administration, political science, business management or a closely related field; master's degree in public administration or related field strongly preferred; seven years experience in a responsible position in municipal administration or closely related field including five years of supervisory experience; or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources and collective bargaining, municipal law, public works, public safety, and community development.

Ability to prepare and analyze comprehensive reports, ability to carry out assigned projects to their completion; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with employees, town officials and the public; ability to efficiently and effectively administer a municipal government.

Knowledge and skill in computer use and management highly desirable.

Ability to exercise considerable judgment in making administrative decisions, when carrying out Town policy, and in overseeing the operations of town departments.

Discretion when dealing with confidential information including personnel records, bid proposals, negotiating positions and legal proceedings.

SPECIAL REQUIRMENTS:

The Town Administrator need not be a resident of the Town.

He or she shall devote full time to the office and shall not hold any other public office, elective or appointed, nor engage in any other business or occupation during their term.

The Board of Selectmen shall appoint a Town Administrator for a term of not more than three (3) years, and fix his or her compensations within the amount appropriated by the Town.

PHYSICAL DEMANDS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms.

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

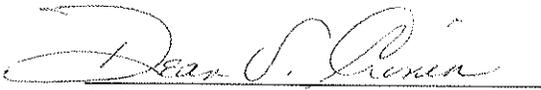
SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, reference check, and/or background checks; job related tests may be required.

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.

ADOPTED:

EFFECTIVE DATE: _____


Selectman, Chair


Selectman


Selectman