



Town of Dighton
Office of the Town Administrator
979 Somerset Avenue
Dighton, MA 02715
Tel: (508) 669-6431

MEMORANDUM

To: Board of Selectmen
From: Ralph A. Vitacco, Town Administrator
Re: Amend Roles and Responsibilities of the Town Administrator
Date: February 12, 2025

In an effort to increase the efficiency of the day-to-day operations of the Town of Dighton, the following changes to role of the Town Administrator as defined on the town website are proposed:

Amend:

GENERAL PURPOSE

A 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.

To read:

GENERAL PURPOSE

In accordance with M.G.L. c.41, §23A of the Massachusetts General Laws, the Town Administrator is hereby designated the Chief Administrative Officer of the Town of Dighton and is responsible for the administration and supervision of all town departments and appointed personnel under the jurisdiction and control of the Board of Selectmen.

Amend:

DUTIES & RESPONSIBILITIES

Oversees research and applications for grants and provides oversight for grants received. Prepares bids, Requests for Proposal (RFP), and additional duties needed in accordance with Mass General Laws Chapter 30B and Chapter 149.

To read:

DUTIES & RESPONSIBILITIES

Oversees research and applications for grants and provides oversight for grants received. The Town Administrator shall be the Chief Procurement Officer for the Town of Dighton. The Town Administrator shall exercise full authority for procurement as provided under Chapter 30B of the Massachusetts General Laws. The Town Administrator shall be responsible for the purchase of all supplies, materials and equipment, and shall have the authority to award and sign all contracts up to \$50,000. Any contract over \$50,000 shall require the approval of the Board of Selectmen. The Town Administrator shall have the authority to sign all contracts approved by the Board of Selectmen on behalf of the Town.

Submitted for your review and consideration.