



## Assistant Town Administrator

### JOB DESCRIPTION

#### **Summary of Duties**

Under the general supervision of the Town Administrator, the Assistant Town Administrator (ATA) assists in the administration of all Town functions. This position requires sound initiative, judgment, decision-making and ability to work effectively and independently with the public and other officials. Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis and implementation of Town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports; and coordinates projects for the Town Administrator. The ATA may be assigned the responsibility for providing administrative direction and control over groups of departments; such as the Office of Municipal Services (Building & Inspections, Public Health, Conservation, Planning & Zoning and Licensing), Human Resources, Information Technology, Council on Aging and Veterans' Services.

#### **Supervision Received**

Works under the administrative direction of the Town Administrator and under the policy direction of the Board of Selectmen.

#### **Supervision Exercised**

As assigned by the Town Administrator, exercises direct supervision over specific Town Departments, Department Heads or Town functions; develops and establishes departmental objectives and performance standards.

#### **Job Environment**

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; attends Board of Selectmen and other Town board and commission meetings and forums as required.

Has access to Town-wide confidential information including personnel records, legal proceedings, bid proposals, negotiating positions and collective bargaining strategies and plans.

Makes regular contact with Town boards and committees, employees, department heads, state and federal agencies, labor counsel and town counsel, union officials, consultants,

and the general public; contacts involve a wide-variety of complex Town issues; contacts require considerable judgment, persuasion, strategy, patience, courtesy and discretion and the ability to handle sensitive and confidential information in a professional manner.

Errors in judgment could affect the town's ability to deliver services and could result in substantial monetary and/or legal repercussions, could expose the town to certain legal liabilities, and could affect the public's confidence.

Operates personal computer and standard office equipment such as copier, facsimile machine, etc.

**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.*

Assists the Town Administrator on a variety of broad-based management issues; assists in the planning, analysis and implementation of Town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports; coordinates projects for the Town Administrator.

Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Administrator in his/her absence; serves as acting Town Administrator when so designated by the Town Administrator or Board of Selectmen.

Assists the Town Administrator as directed on a variety of administrative issues, and completes special projects as assigned.

As a staff executive and member of the senior management team, assesses the climate for effective performance, training and development needs, employee relations and organizational structure as it effects employee motivation and interdepartmental relations; makes recommendations for optimizing human resources.

Assists with the budget process; participate in the development, analysis and oversight of budgets; review town department budgets Assist and programs; monitor expenditures.

Develops and recommends to the Town Administrator administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures and keeps senior management informed on relevant issues.

Supervises the issuance of all permits and licenses issued by the Office of Municipal Services. Oversees the Office's enforcement of all State and Local codes, rules and regulations.

Directs and administers all Human Resources' functions for all Town personnel, with the exception of School personnel, to include, but not limited to, wage and salary administration, position descriptions and job classifications, collective bargaining negotiation and administration, policy administration, grievance procedure administration,

program administration, performance evaluations and fringe benefit oversight which includes school employee benefits on specific items.

Mediates employee disputes; works to improve communication within Departments; provides advice and counsel to Department Heads on a wide variety of topics.

Develops procedures for and oversees orientation of new employees; maintains and revises Employee Handbook.

Advises Town Administrator, Boards and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town by-laws, Town policies and procedures and collective bargaining agreements.

Has frequent contact with the Town employees, Department Heads, Town Boards and Commissions, other municipal and governmental bodies, labor representatives, Town residents and the general public; frequently responds to requests for information from governmental entities and from organizations or individuals under the Public Records Law and Freedom of Information Act.

Administers workers' compensation, MGL C.41, §111F compensation, property and casualty insurance, general liability insurance, unemployment compensation and all other insurance for the Town and School Department. In conjunction with the Treasurer/Collector and contracted Insurance Consultant, selects and monitors employee benefits plans.

Maintains and disposes of departmental records in accordance with Massachusetts Public Records Laws.

Prepares invitations for bids or requests for proposal for goods and services in compliance with Massachusetts General Law Chapter 30B.

Performs other duties as assigned by the Town Administrator and/or Board of Selectmen.

### **Recommended Minimum Qualifications**

#### **Education and Experience:**

Bachelor's Degree in human resources, public administration, business administration or related field; Master's Degree preferred. A minimum of three years of progressively responsible municipal management experience and/or equivalent combination of education and experience.

#### **Licenses/Certificates:**

Must have a valid license to operate a motor vehicle.

#### **Knowledge, Abilities and Skills:**

Thorough knowledge of municipal government procedures and operations.

Ability to maintain confidential and sensitive information.

Ability to communicate effectively orally and in writing.

Ability to establish and maintain effective working relationships with employees, Town officials, and the general public.

Working knowledge of human resources principles, practices and methods as applicable to a municipal setting.

Thorough knowledge of all applicable federal and state statutes, and regulations affecting human resources activities.

Ability to identify goals and objectives and organize workload.

Ability to prepare, manage and review budgets.

Ability to administer and interpret regulations, policies and procedures firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus.

Must be available to attend night or weekend meetings or to perform work during these times.

**Physical Requirements**

Light physical effort required to perform duties under typical office conditions. Frequently required to sit, communicate, and move around the Town Building. Occasionally required to move, push or pull items weighing up to 40 pounds.