

Responsibilities of the Town Administrator

The TA is responsible for preparation of the budget and the town's capital expenditures plan. S/he provides advice and counsel to the Selectboard as they develop and approve the Town's policy direction and is responsible for implementation of such policies once enacted.

The TA appointment authority is outlined in the Town's Charter and can be found on the Town's web page. The TA is responsible for the direction and oversight of all municipal departments and employees within the jurisdiction of the Selectboard.

The TA exercises authority as delegated by the Selectboard over the human resources function, collective bargaining, the classification, and compensation plans and benefits programs and monitors matters involving litigation.

Current Issues for the Town Administrator

Financial Planning- the next TA will need to guide the Town in annual budget practices that are less dependent on the use of non-recurring revenue to fund recurring expenses. The TA must be adept at developing strategies to regularly communicate the Town's fiscal condition to the community, boards and committees, employees and the Selectboard. The TA must be able to lead the community in a discussion of the importance of developing fiscal policies that foster stability, regular

capital investment and community confidence in the competency of its government.

Team Building-connecting the work of the organization to the goals of Board of Selectmen is a critical priority. An able senior management team needs a servant leader committed to collaboration, capable of leading and developing systems to hold staff accountable and produce results.

Transition Planning -retirement of several long serving valued employees has resulted in a loss of a significant reservoir of institutional memory. The next TA must create a constructive organizational culture and commitment to service.

Infrastructure Planning and Financing-the Town's infrastructure needs attention. Much of what makes Wellfleet special, its aquaculture, beaches, open spaces, and harbor need careful planning and investment

Selectboard/TA partnership- The Selectboard work well together but need a professional who can create effective public reporting systems that reassure the public in the competency of its government while at the same allowing the Selectboard to withdraw from some of the operational detail in order to focus more on big picture issues.

Strategic Planning- Wellfleet has more strengths than challenges. However, a long-term plan of action has been absent. The TA& Selectboard must engage the community in identifying ways to invest in Wellfleet's quality of life while insuring much of what makes Wellfleet unique is conserved.

CAREER OPPORTUNITY

**A Profile
Town Administrator
Wellfleet, Massachusetts**

www.wellfleet-ma.gov

To apply send resume or make inquiry in confidence to:



Applicants should expect preliminary interviews by the end of February

Richard J White
Groux-White Consulting, LLC
Suite 642
Lexington, MA 02420
Email: rickwhite58@verizon.net
Phone: 781-572-6332

Town Government

Wellfleet is governed by an elected five-member Board of Selectmen and an OpenTown Meeting. The Town Administrator is appointed by the Board of Selectmen to manage the day-to-day operations of Town. The elected Selectboard establish policies and in collaboration with other committees as well as the professional municipal staff formulate the Town's budget. Town Meeting, held annually in the spring, adopts the operating and capital budgets and acts on planning/zoning and other bylaws.

The Fiscal 2021 budget for the town and school operations and capital expenditures exceeds \$24.5 million. More than 80% of these expenditures are funded through the real estate tax levy. The Town has Over 90 full time equivalent municipal employees and over 125 seasonal employees. The municipal web site www.wellfleet-ma.gov provides additional information. Wellfleet voters formally established the position of Town Administrator by adoption of a Town Charter in April of 1985 and amended 9 times since its adoption.

The Town of Wellfleet

Incorporated in 1763, the Town of Wellfleet is located 120 minutes or 102 miles from Boston, 106 miles from Providence and 285 miles from NYC. Wellfleet, although primarily a residential/resort community, hosts a vibrant aquaculture business sector and, retail dining and entertainment venues. It is

rich with beaches, water sports and open space recreation opportunities. Seventy percent of the Town's land is under protection. Town's permanent population is approximately 3,000, seasonal 20,000 plus, median home value \$765,000 and average family income \$92,000.

The Town's history is uniquely connected to the country's earliest beginning. The community is very aware of its unique place in history.

Desired Managerial Style, Experience and Education

A seasoned municipal administrator with a track record of success and demonstrated record of accomplishment is sought. The new Town Administrator (TA) must demonstrate prior success in municipal budgeting, financial forecasting as well as an ability to develop proven financial policies embraced by the community that foster financial stability. A high financial IQ is a must.

Wellfleet's next TA must be able to work collaboratively with a variety of interests to effectively communicate the Selectboard's vision for the Town. It is important for the next TA to be a visible presence in the community.

The TA must possess certain qualities to be successful. S/he must be able to build on an already strong team of department heads. S/he must be able to delegate and communicate effectively; to listen effectively; to identify problems and empower the staff to solve them; and to recognize and display superior performance

from all involved.

Extensive experience and demonstrated successful outcomes in labor relations and negotiations is critical. It is important that the next TA be professional while being accessible, approachable as well as clear as to expectations with employees at all levels of the organization. Wellfleet's next leader should make a strong personal and professional connection to the staff, the appointed and elected leaders, and the community. A professional imprisoned t the wall of her/his office will not be successful in Wellfleet.

The TA must be adept at building consensus in a community with energetic and committed citizens who play active roles in Wellfleet's everyday governance.

The successful TA candidate will possess a master's degree (preferably) in public or business administration. A competitive compensation package will be negotiated, based on skills and experience of the successful candidate. Compensation is negotiable and will be competitive within a range of \$170,000 to 195,000.



