

Town of Paxton Town Administrator Job Description

DEFINITION

The Town Administrator is responsible for the daily administration, management, and coordination of all Town departments, commissions, boards, and officers under the jurisdiction of the Board of Selectmen in accordance with An Act Relative to the Form of Government in the Town of Paxton: Act of 2013 and Mass. General Laws; all other related work as required.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Ensure that complete and full records of the financial and administrative activity of the Town are maintained and to render reports to the board of selectmen as may be required.
- Review warrants for payments of town funds prepared by the town accountant and approved by the board of selectmen.
- Serves as chairman of the “financial management team”, which shall be comprised of the Town Administrator, the town accountant, the treasurer/collector, assessor and the finance committee chair. The financial management team shall meet on a regular basis (e.g., monthly) to review financial information, and provide guidance to assist policy makers in their decision making process. The town administrator, as chairman of the financial team, shall keep the board of selectmen fully informed as to the financial condition of the town (as determined by the financial management team), and shall make recommendations to the board of selectmen and to other elected and appointed officials that the financial team deems necessary or expedient in regard to such matters.
- Prepare annually a financial forecast of the Town’s revenue, expenditures, capital, infrastructural needs and the general financial condition of the town with an updated projection for the next five years.
- Be responsible for the efficient use, maintenance and repair of all town facilities, being aware that any major changes in assets should be reported to the capital committee. Included in this the oversight of all insurance policies for the properties under the authority of the board of selectmen, except for those facilities under the jurisdiction of the school district/board.
- Attend all regular and special meetings of the board of selectmen, unless excused. The Town Administrator shall attend all sessions of the town meeting and answer all

questions addressed to him/her that are related to the warrant articles and to matters under his general supervision.

- Administer and maintain, either directly or through a person or persons supervised by the Town Administrator, provisions of general or special laws, bylaws and other votes of the town meeting, and make recommendation for changes as he/she may deem necessary.
- Coordinate activities of all town departments, officers, boards and commissions under the jurisdiction of the board of selectmen, and facilitate interdepartmental communication among all town departments, officers, boards and commissions.
- Administer personnel policies, practices, rules and regulations, any compensation plan including benefits and insurance programs, and any related matters for all municipal employees including all provisions of the personnel bylaws and all collective bargaining agreements subject to his/her jurisdiction.
- Responsible, with the Board of Selectmen and any department managers as he/she may deem fit, for the negotiation of all contracts with town employees over wages and other terms and conditions of employment (except employees of the school district/department); such contracts shall be subject to the approval of the board of selectmen. The Town Administrator shall resolve union grievances according to provisions of the union contracts with the town (except for school district/department contracts). The town administrator may, subject to the approval of the board of selectmen, employ special counsel to assist in the performance of these duties.
- Award, subject to the approval of the board of selectmen, all Town contracts, excepting those contracts involving the school district/department. The Town Administrator shall serve as and perform the duties of the contract compliance officer of the Town.
- Serve as and perform all the duties of the chief procurement officer of the town.
- Serve as liaison with regional, state and federal governmental organizations, local business and community leaders and the general public.
- Serve as grant person for the Town; to seek out, be responsible for the preparation of applications and administer any grants that shall be awarded to the town.
- Appoint and supervise the department heads and other non-elected officials and personnel of the town that are under the jurisdiction of the town administrator or board of selectmen. The town administrator shall evaluate the performance of all department heads annually. He/she shall follow the procedure outlined in the town personnel

policy, as it may be revised or amended from time to time, to assist department heads in annually evaluating the performance of the employees under their supervision.

- Receive correspondence and answer routine daily inquiries. He/she shall set priorities among issues that demand the board of selectmen's attention. The Town Administrator shall organize the agenda for the Board of Selectmen's meetings, once it has been approved by the chair and perform research on issues when necessary. He shall prepare Board of Selectmen members for meetings with briefing memos, including a list of pertinent issues with supporting data, information on any current events and principle departmental activities.
- Assemble town meeting articles and town warrants in concert with the town counsel. He/she shall present such articles on the town warrant to the appropriate town boards or committees for review and recommendation.
- Compile the town report.
- Review and make recommendations on the status of all license applications under the jurisdiction of the Board of Selectmen, and to make site inspections as necessary.
- Perform such duties as necessary, or as may be assigned by this act, by-law, town meeting vote, or vote by the Board of Selectmen.

SUPERVISION RECEIVED

Under policy direction, exercises authority over total operations of the municipality in conformance with general directives and objectives set forth by the governing body. Seeks counsel of governing body only on matters of policy adjustment or where required by law.

SUPERVISION EXERCISED

Accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations.

JUDGMENT

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines, in determining how they should be

applied, and in developing operating policies for a major functional section of the organization. The employee accepts responsibility while exercising authority for planning, operating and oversight

COMPLEXITY

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for a major functional area of the organization.

NATURE AND PURPOSE OF CONTACTS

Employee has constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. Employee must possess a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

The employee has access to confidential information including official personnel files, law suits, criminal records/investigations, client records, and department records, as well as medical and psychological records.

EDUCATION AND EXPERIENCE

Master's degree in Public Administration or related field required; five to seven years of professional administration experience in local government required; or an equivalent combination of education and experience.

Valid driver's license required.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Thorough knowledge of the principles and practices of municipal finance, budget management, personnel management, collective bargaining, and intergovernmental relations; through knowledge of the laws affecting local government. Comprehensive understanding of town government and the New England Town Meeting process. Knowledge of relevant Massachusetts General Laws, Proposition 2½, grant writing, warrants, and legal requirements.

Ability: Ability to develop effective working relationships with subordinates and with other Town departments, Boards, Commissions and Committees. Ability to direct the work of professionals. Ability to negotiate contracts, agreements and appropriate working arrangements and achieve timely results under stressful circumstances.

Skills: Strong oral communication skills and the ability to represent the Town before an array of organizations. Excellent writing skills required. Strong organizational skills and the ability to manage a large number of projects and tasks.

WORK ENVIRONMENT

The majority of work is performed in an office setting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills. Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

Motor Skills. Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills. Visual demands require routinely reading documents for general understanding and analytical purposes.

Residency Requirement

The Town Administrator need not be a resident of the Town at the time of his/her appointment but must establish residency within 30 miles of the Town, within 12 months of his/her appointment.