

Town of Colrain, Massachusetts
Job Description and Qualifications
Town Administrator

JOB DESCRIPTION

General Statement of Duties: The Town Administrator is the chief administrative officer of the Town and shall function under the supervision and policy guidance of the Select Board in accordance with MGL Chapter 41, §23a. The Administrator is responsible for the administration and supervision of the Town's departments, commissions, boards and offices. H/She participates in the development, implementation and administration of town policies, goals, objectives and statutory requirements related to the administration and operation of the town. The Administrator functions independently, referring specific issues or problems to the Select Board as necessary when clarification or interpretation of town policy or procedures is required. H/She is expected to serve in a full time capacity, including nights and weekends as necessary. The Administrator is required to perform all similar or related duties as required or may naturally devolve upon the position from time to time.

Supervision Required: The Town Administrator shall work under the direction of, and is responsible to, the Select Board. Performance is evaluated through an annual review by the Board, as well as periodic conferences, reports, and communications.

Confidentiality: Employee has complete access to all municipal confidential information in accordance with the State Public records Law.

Supervisory Responsibility: The Town Administrator is responsible for the daily administration of the town including supervising daily town office operations and departments under the jurisdiction of the Select Board; administering the Town's personnel, financial, and purchasing policies; and preparing and implementing operating and capital budgets of the town. The Town Administrator shall serve as the personnel officer of the Town and shall be available to assist all appointing authorities with the recruitment, hiring, training, disciplining and termination of all employees. For matters regarding hiring, disciplining, and termination, the Town Administrator is guided by the Town's Personnel Policies.

Judgment: The Administrator is expected to use judgment and ingenuity as 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 applicable town bylaws, guidelines and policies. H/She is recognized as the department or functional authority in interpreting the guidelines and in determining how they should be applied in the development of operating policies. Guidelines may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area.

Complexity:

The Administrator is expected to perform managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating and integrating activities and programs across departments within the municipality in a highly coordinated manner, as well as effectively operating within the wider county, state and federal regulatory environments.

Nature and Purpose of Relationships: Duties involve frequent contact with local, state, regional, and federal government officials, community leaders and others to protect and promote the town's

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overall interest. The Administrator is expected to exhibit a high degree of diplomacy and judgment and must be able to work effectively with a wide-range of personalities. The position requires a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations.

Accountability: The Administrator's duties involve primary responsibility for the operation of the town. Improper implementation could result in monetary gains or losses, legal repercussions, labor/material costs, jeopardize programs and danger to public safety. Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence in the town government.

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.

Responsible for the coordination of the daily operation of the town on behalf of the Select Board and the compliance with existing policies, procedures, bylaws, state statutes, regulations and federal laws.

Provides leadership, implementation, and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. Provides professional advice to Select Board, Finance Committee, town boards/committees, local officials, and department heads; makes presentations to the Select Board, town boards/committees, regional, state agencies, town meeting and the general public as necessary.

The Town Administrator shall administer the Town's insurance program including workers' compensation, employee group health/life (in cooperation with the Collector/Treasurer) and the Town's property/liability insurance.

The Town Administrator shall serve as liaison between the Town and other local, State, and Federal officials, as well as Town Counsel and other advisors of the Town.

Works with the Select Board to set the agenda for meetings of the Board, anticipates needs for and provides background materials, invites and coordinates presenters as necessary, attends all meetings of the Select Board, receives and makes appropriate disposition or referral of all Select Board correspondence and communications, ensures all decisions of the Select Board are carried out, and keeps the Select Board fully advised regarding departmental operations and the financial status of the Town. Responsible for providing research and analysis and making recommendations on special projects, as requested by the Select Board; recommends and initiates special projects as needed to improve operations of the town.

Serves as Chief Procurement Officer; reviews and recommends and/or approves purchasing and award recommendations.

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In conjunction with the Finance Committee, prepares and presents the annual budget and capital expenditure plan. Participates on behalf of the Town in all hiring of town employees, and negotiation of employment contracts. Develops and recommends bargaining concepts and strategies for Select Board's approval. Attends all grievance hearings. Advises officials on the impact of contract terms on personnel system and wage administration. Works with Town Counsel to shape and implement responses to all legal issues impacting the Town.

Serves as the Select Board's liaison and public information officer. Negotiates with outside public and private agencies; assists citizens in the interaction with all town departments, Select Board and committees in the delivery of town service and FEMA emergency management requirements. Responds to oral and written inquiries, requests for assistance, and complaints; refers citizens to appropriate departments and staff member. Investigates complaints from a variety sources; develops responses and, when appropriate, directs corrective action.

Serves as Personnel Officer: develops job descriptions in coordination with the Personnel Committee; makes recommendations concerning personnel policies and implements the town's personnel policies. Participates on behalf of the Town in recruitment and screening of job applicants, performance reviews, disciplinary matters, etc.

Researches and identifies grant opportunities. Prepares grant applications. Administers all awarded grants including timely reporting as required.

Responsible for the coordination and preparation of warrants and motions for Annual and Special Town Meetings; ensures compliance with all deadlines and legal requirements.

Maintains professional competence through participation in workshops, seminars and training programs provided by professional organizations.

Coordinates town's facilities maintenance and asset management.

JOB QUALIFICATIONS:

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Education and Experience: Bachelor's degree in Political Science, Public Administration or a related field with Master's degree preferred; minimum of five to seven (5-7) years experience; or any equivalent combination of education, training and experience. Relevant experience will be heavily weighted.

Special Requirements: Class D Motor Vehicle Operator's License

Knowledge, Abilities and Skill

Knowledge: Working familiarity of Massachusetts General Laws and regulations pertaining to local government; knowledge of municipal financial laws and regulations, labor laws, personnel practices and procedures. Working knowledge of emerging technologies and ability to recognize its value to the Town. Comprehensive knowledge of the various financial requirements of municipal government as well as the State's Procurement Law.

Abilities: Ability to direct and evaluate the work of employees who directly report to the Administrator, and act in an advisory capacity to other department and committee personnel. Ability to plan, organize and direct the development of projects, the preparation of reports, analyze problems and formulate recommendations. Ability to bring people together around complex goals and seek consensus among community groups and individuals that may not share common priorities. Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees, Select Board, board/committee members, agencies and officials, media and the public. Ability to prioritize and manage multiple tasks, and delegate authority in a prompt and effective manner. Ability to negotiate contracts, agreements and appropriate working arrangements. Ability to deal tactfully with disgruntled members of the public and town staff.

Skill: Proficient oral communication skills and the ability to represent the Town before an array of organizations including providing statements to the media. Excellent writing skills required to prepare various reports and position papers. Strong organizational skills. Skill in the utilization of technology as a means of improving the effectiveness the organization and its services. Professional customer service skills. Skill in remaining non-political, yet understanding local and state government politics. Strong level of skill using Microsoft Office (Word, Excel, etc.)

Physical and Mental Requirements

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 position's essential functions.

Physical Skills: Minimal physical effort is required to perform the essential functions of the position.

Motor Skills: Duties are largely mental rather than physical, but the job will frequently require the application of basic motor skills to perform activities such as operating a motor vehicle, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing. The employee is frequently required to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms and to sit, talk and hear for extended periods

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of time

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes. The employee is rarely required to determine color differences.

Occupational Risk: Duties of the job present little potential for personal injury. Risk exposure is similar to that found in typical office settings.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.