TOWN ADMINISTRATOR
TOWN OF SPENCER
JOB DESCRIPTION

DEFINITION

The Town Administrator serves as the chief administrative officer of the Town, performing the administrative, technical, and supervisory work required to oversee and provide leadership and direction to town departments, activities and projects. The Administrator researches, analyzes and recommends changes in town policies, systems and procedures, and serves as liaison and coordinator between elected and appointed town officials, employees and citizens; all other related work as required by the Board of Selectmen and/or established by Chapter 186 of The Acts of 1998, *An Act Establishing a Town Administrator-Board of Selectmen Form of Government in the Town of Spencer*.

ESSENTIAL FUNCTIONS

- Performs the professional and administrative duties required to conduct town affairs, including the planning, organizing, supervising, staffing, and directing of all activities and operations of town departments and other town agencies under the jurisdiction of the Board of Selectmen.
- Coordinates, oversees, and supervises the activities and service delivery of town departments and agencies under the Board of Selectmen.
- Acts as the Public Information Officer for Town phone, mail, e-mail, social media and correspondence;
- Serves as a conduit between the Board of Selectmen and the various Town Hall departments;
- Serves as the town's affirmative action officer, contract compliance officer, fair housing officer, and ADA Coordinator, exercising all responsibilities for local compliance with federal and state mandates for these programs.
- Administers personnel policies, including appointing, developing compensation plans for, evaluating, promoting, and disciplining Town employees.
- Negotiates collective bargaining agreements for final approval by the Board of Selectmen.
- Prepares and submits, after consultation with department heads, the annual operating and capital budget.
- Approves accounts payable and payroll warrants for payment.
- Plans for short term and long-term financing for capital projects
- Applies for and administers federal, state and private grants
- Interfaces with town counsel.
- Represents the Town and the Board of Selectmen before State Agencies and town residents; serves as liaison to regional, state and federal agencies; responds to citizens' requests for assistance and information.
- Leads economic development initiatives for the Town and communicates and cooperates with business owners to facilitate and improve opportunities.
- Prepares Board of Selectmen meeting agenda in conjunction with the Chair.
- Prepares information package for the Board of Selectmen, as well as any other community review board needing assistance
- Researches issues for the Board of Selectmen.

- Attends all regular and special meetings of the Board of Selectmen, making recommendations as necessary and requested.
- Implements major policy initiatives.
- Prepares the warrant for Town Meetings including the individual articles and supporting information in conjunction with Town Counsel. Presents articles to the appropriate boards and committees for review prior to Town Meeting.
- Attends all sessions of town meetings, and makes presentations and recommendations as necessary and requested.
- Compiles the Town Report.
- Reviews and makes recommendations on all license applications that fall under the jurisdiction of the Board of Selectmen.
- Procures departmental supplies, materials, equipment, and services; evaluates responsiveness and quality, and awards contracts for same, as necessary.
- Acts as town's insurance coordinator, ensuring that all pertinent policies are solicited and evaluated, available, and in force, that claims for damages are properly processed; recommends the award of contracts for all policies
- Oversees the process of maintenance, repair, and rental of all town owned facilities, except those under the School Committee.
- Maintains full and complete inventory of all town owned property, both real and personal for inclusion in town insurance policies.
- Holds Department Head meetings on a regular basis.

SUPERVISION RECEIVED

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

Develops short and long-term goals for the organization and is responsible to the Board of Selectmen for the implementation of those goals. The Town Administrator undergoes an annual formal evaluation process using an instrument developed by the Board of Selectmen.

SUPERVISION EXERCISED

The Town Administrator is responsible for the supervision and direction of all department heads and staff that are under the control and authority of the Board of Selectmen. The Administrator provides supervision and guidance to department heads, assists boards and commissions in the performance of their statutory obligations; assures, through department heads, that the provisions of all bylaws and special acts are followed; follows up to ensure that the policy directions of the Board of Selectmen are implemented; gives direction to department heads and staff on the implementation of long and short term goals established by the Board of Selectmen and provides guidance and direction on collective bargaining and personnel issues.

JUDGEMENT AND COMPLEXITY

The work consists of performing complex managerial, financial, planning, human resource and similar functions. The Administrator implements the policy directions, goals, objectives and general principles of the organization and exercises independent judgment in carrying out the implementation of polices and goals within the direction provided by the Board of Selectmen. The Administrator requests clarification if the direction is unclear.

NATURE AND PURPOSE OF CONTACTS
The Town Administrator has extensive interaction with local, state and federal government officials, community leaders, and the citizens of the community. Effective representation of the goals of the community requires a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations. The Administrator will represent the interests of the organization in a professional and diplomatic manner.

CONFIDENTIALITY
The Administrator has access to confidential information including health records, personnel records, collective bargaining activities, law suits and similar items. The Administrator is required to maintain the confidentiality of that information to the extent required by law.

EDUCATION AND EXPERIENCE
A Master's Degree in Public Administration (preferred) or a related field with at least three (3) years of public sector experience or a Bachelor's Degree in Public Administration or a related field and a minimum of five (5) years of experience in municipal or nonprofit management. Experience in public administration is preferred, however, a combination of public/private sector experience is acceptable.
Must possess or obtain a valid driver's license.

KNOWLEDGE, ABILITY AND SKILLS
- Knowledge of Massachusetts General Laws.
- Knowledge of the responsibilities of local boards and commissions such as the Planning Board, Zoning Board of Appeals, Water Commission, Sewer Commission and similar bodies.
- Ability to manage human resources and related issues.
- Ability to analyze and interpret public documents and present the findings in a clear, understandable and concise manner.
- Ability to establish effective relationships with department heads and boards and commissions while maintaining the ultimate responsibility for following the goals of the organization.
- Strong interpersonal skills in dealing with difficult and controversial situations within the organization.
- Skill with computer applications such as word processing, spreadsheets, data bases and similar applications.

PHYSICAL, MOTOR AND VISUAL SKILLS
Physical skills: The work primarily involves office activities with occasional activities outside the office on construction sites, departmental activities and intergovernmental and other meetings. May be required to lift objects as heavy as 30 pounds.

Motor Skills: Requires motor skills for activities such as moving objects, using office equipment, and making field visits to construction and other locations.

Visual Skills: Visual demands include reading documents, utilizing a personal computer, driving a motor vehicle and similar activities.

Reasonable accommodations will be made for applicants under the ADA.