

<b>Job Title:</b> Town Administrator	<b>Hours per week:</b> 40	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Board of Selectmen	<b>Department:</b> Town Administrator	<b>Grade:</b> 10 (Contract)
<b>Created date:</b>	<b>Revised date:</b>	<b>Approved date:</b> xx/xx/2008
<b>Created by:</b>	<b>Revised by:</b>	<b>Approved by:</b>

**TOWN OF STERLING  
TOWN ADMINISTRATOR**

**Statement of Duties**

Administrative, technical, and supervisory work in assisting the Board of Selectmen in overseeing town activities and projects, researches, analyzes and recommends changes in town policies, systems and procedures, and serves as liaison and coordinator between town officials, employees and citizens; all other related work as required.

Functions as the Chief Administrative Officer of the municipality.

**Supervision**

Works under the policy direction of the Board of Selectmen in conjunction with the policies and procedures of the town. Functions independently, referring specific problems to supervisor only where clarification or interpretation of town policy or procedures is required.

Performs highly responsible work of a complex nature, requiring the exercise of independent judgment in providing professional guidance to the Board of Selectmen, town departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations and statutory requirements related to the administration and operation of the town.

Has direct supervisory oversight of department heads: Town Clerk, Town Collector/Treasurer, Town Accountant, Building Inspector, Fire Chief and Police Chief.

As the Board of Selectmen's representative has delegated supervisory responsibility over all department heads as required.

Supervises other town hall employees including Administrative Assistant to Selectmen and Veteran's Agent.

**Job Environment**

Work is performed under typical office conditions. Required to attend frequent night meetings and work on weekends, as needed, and may be contacted at home at any time to respond to important situations and emergencies.

Oversees and participates in the preparation and administration of the Town's operating and capital budgets.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine and telephone.

Makes frequent contacts requiring significant perceptiveness and discretion with all town departments and boards, members of the business community, labor union representatives, attorneys, and state, federal and local officials.

Has contact with the general public on a regular basis. Contacts require excellent customer service skills, persuasiveness and resourcefulness to influence the behavior of others.

Has full access to variety of town-wide confidential information, including bid proposals, personnel records, negotiation strategies, lawsuits and criminal investigations.

Errors in judgment could have a continuing adverse effect on the town's ability to deliver services, loss of municipal revenues, have legal ramifications and cause significant adverse public relations.

### **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 of the work is similar, related, or a logical assignment to the position.*

Oversees and participates in the planning, administration, management and coordination of the daily operations of the town in response to the direction of the Board of Selectmen and the requirements of existing policy, town bylaws, state statutes and federal laws.

Serves as the Board of Selectmen's liaison to Town Boards/Committees and State agencies.

Prepares Board meeting agenda materials and reviews Board meeting minutes.

Assures compliance with relevant federal laws and regulations, Massachusetts General Laws and municipal bylaws, ordinances and regulations.

Develops long-range plans with guidance from the elected body and assists in the achievement of common goals and objectives.

Ensures fiscal responsibility and modern accounting and financial reporting practices.

Provides direct supervision and guidance, including regular communication, goal development and direction to assigned department heads; assist all department heads in any administrative or operational area to ensure regulatory, statutory or procedural compliance.

Makes recommendations for appointments and removal of relevant positions and membership on committees.

Provides oversight of personnel functions, collective bargaining, classification and compensation plans and benefits.

Acts as representative of the Board of Selectmen in negotiating with citizens and other outside public and private agencies; assists citizens in their interaction with all town departments, boards and committees.

Oversees and participates in the preparation and administration of grant applications.

Investigates complaints from a variety of sources; develops responses and when appropriate directs corrective action.

Oversees the procurement of services in accordance with Massachusetts General Laws.

Assists the Finance Committee in budget-related matters, revenue projections and long term financial planning.

Acts as the liaison with state and federal government, local civic and business entities, and interested members of the public.

Facilitates the flow and understanding of ideas and information between and among elected officials, employees and citizens.

Assists the Board of Selectmen in the development and amendment of general policy, goal directions and processes in providing planning, research, input and recommendations on requested issues.

Participates as the Selectmen's representative in collective bargaining; suggests bargaining concepts and strategies and attends collective bargaining sessions and/or grievance hearings at any level as required by the Board of Selectmen; serves as management liaison to non-union employees.

Responds to oral and written inquiries, requests for assistance and complaints; refers citizens to appropriate departments and staff members.

Assigns Town Hall personnel to various departments as needed.

Works on special projects; performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in planning, public administration, business management or related field; Master's Degree preferred; five years of experience in government or a related field; municipal management experience strongly preferred; or an equivalent combination of education and experience.

Significant experience in development of independent projects with demonstrated strategic and long-range planning skills.

#### **Knowledge, Ability and Skill**

**Knowledge:** Working knowledge of municipal government including finance, budget, personnel policies and practices, collective bargaining, systems management and operations.

Thorough knowledge of federal, state and local laws, regulations and requirements which affect local government. Comprehensive knowledge of the function of municipal government.

**Ability:** Ability to direct the work of departments heads as well as professionals and other subordinates, including office staff. Ability to plan, organize and direct the development of projects, the preparation of reports, analyzes problems and formulates recommendations.

Excellent oral and written communications skills. Ability to establish and maintain effective working relationships with employees, board/committee members, officials and the general public.

Ability to deal approximately and effectively with the general public, the media, town officials, committees and boards, state and federal agencies and the business community.

**Skill:** Possession of mediation, conflict resolution and leadership skills. Excellent customer service and public relations skills. Good analytical and budgetary skills. Good written and oral communication skills. Good written and oral communication skills.

### **Physical Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision and the ability to adjust focus.

*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.*