



TOWN OF STERLING

BOARD OF SELECTMEN POLICY

Policy No: B-2
Adopted: Dec. 10, 2012

ROLE OF THE TOWN ADMINISTRATOR

The Board appoints a Town Administrator who functions as the Town's Chief Administrative Officer. The primary duties of the Town Administrator shall be the day-to-day administration of the general government as outlined in the position's job description. The Town Administrator will also assist and work under the direction of the Selectmen in the formulation of policy.

The Town Administrator must maintain a close working relationship with all members of the Board. He/she shall regularly brief the Board on all important issues.

If a Selectman or member of the public requests assistance, information, or a special project from an employee, and this project will require more than 30 minutes to respond to, it shall be referred to the Town Administrator, who may, if necessary, refer it to the Chairman for placement on the next agenda for discussion and possible approval.

The Board is aware that coordination and cooperation is needed among the Town's major boards, committees, and commissions, not only in the day-to-day operations of government, but also to set town-wide goals and priorities; identify and anticipate major problems; work together toward their resolution; and develop a process for dealing with state and federal government. The Town Administrator is responsible for inter-board communications in day-to-day operations of government. The Town Administrator shall develop a process for the exchange of information and the provision of advice and recommendations among the boards, committees, and commissions with common interest.