

# Town of Hubbardston

## **Position Title, Town Administrator**

### **Statement of Duties**

The Town Administrator is the Chief Administrative Officer of the town and is responsible to the Selectboard for the administration of all town affairs placed in the Town Administrator's charge by the Town Charter. This includes both daily and long-range management, planning, research, development, implementation and enforcement of policies approved by the Selectboard as well as the monitoring of all major town department activities in order to keep Selectboard informed of status of municipal operations. The Town Administrator has responsibility to appoint/remove all department heads, officers, subordinates and employees of the town, within the boundaries of the Town Charter.

### **Supervision**

The Town Administrator works under the policy direction of the Selectboard in accordance with town bylaws, policies and procedures, state and federal statutes. Functions with considerable independence and is directly accountable for actions.

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

Recruits, screens and files proposed appointments with the Selectboard.

Directs and supervises the administration of all functions under their control as outlined in the Town Charter. This includes the three main department heads (Police, Fire, DPW), Town Secretary, Treasurer, Tax Collector, Town Clerk, Accountant, COA Director, Building Commissioner, and various clerical positions.

### **Job Environment**

Work is performed under typical office conditions. Position requires frequent night meetings and work on week-ends as needed; may be contacted at home to respond to important situations and emergencies. Incumbent is required to attend social and civic events to represent the Town.

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## **Job Environment** *continued*

The Town Administrator has full access to confidential information such as personnel records, bid proposals, legal strategy, pending litigation, collective bargaining negotiating positions, information relating to inter-departmental project plans and programs, and personal information.

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

## **Essential Functions**

*(The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Appoint and remove all department heads, officers, subordinates, and employees of the town, except for appointments of school department and library trustees, made by representatives of the commonwealth, governed by civil service, or another method of appointment provided for in the Town Charter

Direct and supervise the administration of all functions under the Town Administrators' control as defined in the Town Charter.

Prepare and submit the annual operating and capital budgets.

Attend and participate at all regular and special meetings of the Selectboard

Attend all sessions of Town Meetings

Administer the General Laws and special laws applicable to the town, to the Charter, to the bylaws and votes of the towns and all rules and regulations made by the Selectboard

Negotiate all labor and employment contracts, except for school committee and library trustees. Proposed contracts will require final approval of the Selectboard

Keep an inventory of all town property, and be responsible for maintenance and repair of town property placed under their control by the Town Charter or bylaw

Keep full and complete records of financial and administrative activities of the town and present a full report to the Selectboard at the end of each fiscal year and otherwise as required.

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## **Essential Functions** *continued*

Serve as Chief Procurement Officer, responsible for procurement, award and execution of contracts for supplies, services, materials, and equipment, excluding the school district and the Library, except by agreement.

Make inquiries at any time into the conduct of any officer, employee or department

Perform other duties consistent with the office as may be required by town bylaw, vote of the town or Selectboard

Serve as liaison to all boards, commissions, and officers

Represent the Selectboard before local, regional, state, and federal agencies

Acts as liaison to Town Counsel

Act as liaison with the town's insurance company in the handling of all insurance matters

Approve the weekly Town Warrant and assist in preparation of Annual and Special Town Meeting warrants

Monitor availability of grant programs applicable to the Town; prepare grant applications for projects consistent with town goals; administer funded grants.

## **Education and Experience**

Bachelor's Degree in finance, public/business administration or related field; master's degree preferred; minimum of five (5) years of municipal management experience as a Chief Administrative Officer, or a related field; municipal management strongly preferred; or any equivalent combination of education and experience. Nontraditional career backgrounds may be considered but must be accompanied by at least 5 years municipal experience at the management or policy level. Experience with Massachusetts's general laws, collective bargaining, personnel administration, and town meeting process

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

*Knowledge* Thorough knowledge of Massachusetts General Laws and federal statutes, pertaining to municipal government including finance, budget, personnel policies and practices, collective bargaining, grant writing, systems management and operations. Expertise in the operation and organization of municipal government. Sufficient knowledge of emerging technologies to recognize its value to the Town. Comprehensive knowledge of the various financial requirements of municipal government. Proficiency in various computer software and hardware applications.

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

*Ability* The ability to direct and evaluate the work of department 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, analyze problems and formulate recommendations. Ability to bring people together around complex goals and develop 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, 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. The ability to negotiate contracts, agreements and appropriate working arrangements and achieve timely results under stressful circumstances.

*Skills* Strong conceptual skills to envision both the parts and the sum of issues impacting the Town, allowing for problem solving in a strategic and calculated manner. Interpersonal skills, to understand, communicate and work with residents and employees, as well as to lead, motivate and develop employee spirit. Oral communication skills and the ability to represent the Town before an array of organizations including providing statements to the media. Writing skills required to prepare various reports and position papers. Administrative and organizational skills.

## **Physical Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate and view a keyboard and standard office equipment. 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. Incumbent may be required to lift up to 10 pounds. Equipment operated includes office machines and computer.

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