

<b>Position Title:</b>	Town Administrator	<b>Grade Level:</b>	
<b>Department</b>	Town Administrator	<b>Date:</b>	
<b>Reports to:</b>	Board of Selectmen	<b>FLSA Status</b>	

**Statement of Duties:** The Town Administrator in accordance with the Town of Wellfleet Charter, Bylaws and Statute is responsible for the provision of administrative and supervisory responsibilities in the directing of town affairs, including planning, organizing, coordinating, and directing all activities and operations of town departments and other town agencies under the policy direction of the Board of Selectmen. The employee is required to perform all similar or related duties as required.

**Supervision Required:** The employee functions under the policy direction of the Board of Selectmen, exercising authority over total operations of the municipality in conformance with general directives and objectives set forth by the governing body. The employee 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 employee functions independently, referring specific issues or problems to the Board of Selectmen as necessary when clarification or interpretation of town policy or procedures is required.

**Confidentiality:** In accordance with the State Public Records law, the employee has regular access on a town-wide basis to confidential information such as department records, official employee files, collective bargaining information, law suits and criminal investigations.

**Supervisory Responsibility:** The employee is accountable on a town-wide basis for the direction and success of programs accomplished through others. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Assists or oversees the provision of personnel services to Town employees, including or effectively recommending hiring, training, and disciplining of employees. Employee provides direct supervision of (15) full-time and indirectly eighty-two (82) full-time equivalent employees and one hundred (100) seasonal employees. The regular work is not cyclical in nature, but subject to changing priorities and emergency situations and conditions. Functions, programs, work processes and staff size is well established and relatively stable throughout the year.

**Judgment:** Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are 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 the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

The employee is required to direct the overall activity of the municipality while exercising authority for planning, operating and oversight responsibilities on behalf of the Board of Selectmen.

**Complexity:** The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for all departments within the municipality.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office, with occasional exposure to outside elements such as traffic when conducting field inspections. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant.

**Nature and Purpose of Relationship:** Duties involve constant contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

**Accountability:** Duties involve primary responsibility for the operation of the Town and could result in monetary loss, 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.

**Occupational Risk:** Duties of the job present little potential for personal injury. Risk exposure is similar to that found in a municipal office setting. Employee may be required to work beyond normal business hours in response to emergency situations, to attend evening meetings or town sponsored events.

**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 Board of Selectmen (Board) in accordance with existing policies, procedures, bylaws, state statutes, regulations and federal laws pertaining to the Town of Wellfleet.

The Town Administrator may delegate essential functions to subordinates under the Town Administrator's direct supervision.

Makes staffing and operational recommendations to the Board of Selectmen and assists in the recruitment and selection of all new Town personnel under the Board's jurisdiction; ensures the adherence to the Town's personnel codes and by-laws as well as applicable state and federal laws.

Coordinates the activities of town departments and agencies under the Board of Selectmen with officers elected directly by the voters.

Oversees the daily administration of the town's personnel system including but not limited to matters relating to recruitment, selection, performance evaluation, wage surveys and all collective bargaining agreements. Incumbent is responsible for drug testing of all personnel under the Federal Department of Transportation regulations and for implementation of a town-wide policy for drug testing and compliance with federal laws.

Provides leadership 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 Board of Selectmen, Finance Committee, town boards/committees, local officials, and department heads; makes presentations to the Board of Selectmen, town boards/committees, state agencies, town meeting and the general public as necessary.

Attends all meetings of the Board of Selectmen. Receives and makes appropriate disposition or referral of all Selectmen correspondence and communications. Anticipates needs of the Board of Selectmen for information and background material. Ensures that all decisions of the Board of Selectmen are carried out. Keeps the Board of Selectmen fully advised regarding departmental operations and the financial status of the Town.

Establishes and oversees the development of the Town's annual operating and capital budget including but not limited to developing budgetary instructions and setting deadlines, to providing materials and recommendations for appropriations and capital planning reviews. Coordinates the development of strategic financial goals for the Town. Makes recommendations concerning financial policies and practices. Reviews all revenues collected and makes recommendations concerning fees, charges as well as new sources of revenue.

Participates on behalf of the Town in all collective bargaining meetings, the hiring of town employees, implementation of classification and compensation plans, and negotiation of employment contracts with Town Counsel. Develops and recommends bargaining concepts and strategies for the Board of Selectmen's approval. Attends all bargaining sessions and/or grievance hearings. Advises officials on the impact of contract terms on personnel system, classification of positions and wage administration. Works with Town Counsel to develop and implement responses to all legal issues impacting the Town.

Consults with department heads, board and committee members, and employees of every rank in the Town's employment on sensitive issues including but not limited to employee performance, health issues, management styles, contract interpretation, leave, attendance and job assignments.

Serves as the Board of Selectmen's liaison and public information officer to town boards or committees, local state-wide, inter-municipal, regional, and federal agencies. Negotiates with citizens and other outside public and private agencies; assists citizens in their interaction with all town departments, Board of Selectmen's and committees in the delivery of town services.

Serves as the town's affirmative action officer, Americans with Disabilities Act Administrator, Procurement Officer, Contract Compliance Officer, Insurance Administrator and Fair Housing Officer, exercising all responsibilities for local compliance with federal and state regulations and mandates for these programs.

Responds to oral and written inquires, requests for information, assistance, and investigates complaints from a variety of sources; develops responses and, when appropriate, directs corrective action.

Oversees all Town automated management information systems, makes recommendations for improvements and implements appropriate policies relative to technology systems.

Prepares applications for grants, administers grants received, works with appropriate state, federal, and private officials on various town projects as required.

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

Conducts independent research; prepares reports for the Board of Selectmen as required. Coordinates the development and preparation of town meeting warrants, and ensures that warrants and annual reports are printed and published in a timely manner.

Oversees the preparation of all licenses and permits for consideration by the Board of Selectmen as mandated by state and local laws and by-laws; ensures the collection of fees; reviews tax liabilities for potential licensees to ensure timely tax payments.

Prepares reports and legislation for State and Federal agencies as required by law or as directed by the Board of Selectmen. Incumbent actively participates in the legislative process for any legislation that may be deemed important to the community.

Oversees the maintenance of current records of all appointees under the jurisdiction of the Board of Selectmen; ensures for timely appointments to vacant positions.

### **Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree in Political Science, Public Administration or a related field with Master's degree preferred; minimum of five (5) years of prior full-time, compensated executive experience in public or business administration experience; Alternatively, two (2) years or more of professional experience and a Master's Degree in an appropriate discipline; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Class D Motor Vehicle Operator's License. Massachusetts Certified Public Purchasing Official (MCPPO) is preferred.

### **Knowledge, Abilities and Skill**

**Knowledge:** Incumbent should have considerable knowledge of municipal government functions, organization, methods and techniques; considerable knowledge of the statutory, by-law and other provisions relating to the organization, functions and operations of town government; knowledge of financial management, budgeting, personnel management, grant writing, marketing, and records management, as they apply to municipal government. Working knowledge 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 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 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, analyzes problems and formulates 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 of Selectmen/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. Ability to read financial statements and do basic financial analysis.

**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. Proficient contracting and negotiating skills.

### **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:** Little or no physical demands required to perform the essential functions of the position.

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

**Visual/Auditory Skills:** The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

*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.*