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Town Administrator - Major Duties

JOB SUMMARY: Chief Administrative Officer: coordinates & responsible for administration & financial management of the Town, supervises Town Hall operations, oversees general operations of specified Town Departments, and manages specified Town activities. Reports directly to Board of Selectmen (BOS). Primary duties fall under 4 major categories: Administration, Human Resources, Financial Management & Communications.

| Priority | Administration | Supported Entities | Frequency | Current Handler |
|----------|---|-----------------------------------|---------------------|------------------------------|
| | Carries out directives and policies of the BOS, and other duties as assigned. | BOS | Continually | No Designee |
| | Creates and/or maintains and updates all Town policies. | BOS, Employees | Continually | No Designee |
| | Ensures continuity in Town operations by advising the Board of Selectmen of ongoing and new policies and initiatives. | BOS | Continually | No Designee |
| | Designated Signature Authority by BOS for certain expenses & documents to accelerate the approval & processing process. | BOS | Continually | No Designee |
| | Coordinates Department Head meetings. Attends Joint Loss Committee and Highway Safety Committee meetings. Keep BOS apprised of key issues discussed. Represents the BOS before other Boards and Committees as required or designated. | BOS | Monthly | No Designee |
| | Establishes the agenda & attends BOS meetings, providing background information and recommendations on all pertinent items, assumes responsibility for accurate records of all Board of Selectmen's meetings. | BOS, BOS Administrative Assistant | Continually | BOS Administrative Assistant |
| | IT Coordinator: coordinates IT Committee meetings; provides project leadership, assists with IT contract reviews, main point of contact with vendors, supervises implementation of IT upgrades; manages IT budget & CIP IT projects etc. | All | Continually | Town Clerk |
| | Designated Town Representative with state agencies. Keeps the BOS informed on all matters affecting the Town resulting from legislative actions by the state or federal government. Testifies before legislative committees or administrative hearings as directed. | BOS | Continually | No Single Designee |
| | Coordinates, manages and/or oversees Town projects as specified by the BOS. Prepares RFPs and documents for bidding on Town projects or large purchases; interviews vendors; negotiates and administers contracts as necessary; oversees general purchasing activities. | BOS, Maintenance | Continually | No Single Designee |
| | Ensures adequacy of all type of insurance coverage including fire, casualty and liability insurance of all Town property, equipment, vehicles and Town officials, including health, Workers Compensation and Unemployment Compensation for Town employees. | BOS, Bookkeeper | Continually | |
| | Coordinates with Town Legal Counsel for, and during, preparation of warrants for Annual & Special Town Meetings. Communicates & coordinates with Counsel on the preparation of various agreements, easements and other legal matters as determined necessary and/or directed by the BOS. Gathers and archives pertinent data relative to these issues. | BOS, Town Counsel | Annually, As Needed | No Single Designee |
| | Coordinates with Town Engineering consultant(s) during the preparation of various Town projects or issues requiring engineering assistance; coordinates, corresponds and communicates with Town Engineering consultants on the preparation of various bid documents, environmental applications, project agreements easements and other matters as determined necessary and/or directed by the BOS. Gathers and archives pertinent data relative to these issues. | BOS, Town Engineer | As Needed | No Single Designee |
| | Assists BOS in sale of surplus Town equipment. Researches values, and coordinates advertising and bidding processes for equipment sales. | BOS | As Needed | No Designee |

| Priority | Human Resources | Supported Entities | Frequency | Current Handler |
|----------|---|-------------------------------------|-------------|---|
| | Supervises specified personnel, volunteers and day-to-day operations under BOS jurisdiction; reviews & maintains the Town's Employee Policy Manual annually; assists with the interviewing, selection, supervision and disciplining of Town employees and department heads. | BOS | Continually | No Single Designee |
| | Human Resources: Advises BOS on personnel matters; oversees employee benefits and insurance programs, manages drug and alcohol records as required, and ensures appropriate personnel files and records are maintained. Supervises annual performance review process. Advises personnel on programs available to Town personnel: i.e. - EAP, deferred compensation, STD, etc. | BOS, BOS Admin. Assist., Bookkeeper | Continually | |
| | Supervises "On-Boarding" of new hires (participates in interviews, ensures required paperwork, keys, passwords & ID badge, introduction & orientation). Supervises "Off-Boarding" of retirees and/or terminations (participates in exit interviews, ensures required paperwork, lockout from computers, collection of keys & ID badge etc.). | BOS, BOS Admin. Assist., Bookkeeper | As Needed | No Designee |
| | Transfer Station Supervision: Liaison with TS staff; ensures operations manual is updated; ensures proper safety, financial transaction, storage & signage practices etc. | BOS, TS Employees | Continually | |
| | Collaborates with BOS and Departments heads to evaluate / determine future personnel needs of departments. | BOS | Annually | No Single Designee |
| | Reviews all Welfare requests before they are approved. | BOS, Public | Continually | |
| Priority | Financial Management | Supported Entities | Frequency | Current Handler |
| | Coordinates the preparation of Town budgets with the Finance Director; reviews all budget requests, and assists with presentations to the BOS and Budget Committee. Does the TA have any role in the annual audit? | BOS, Finance Office | Annually | No Single Designee |
| | Assists Finance Director, Tax Collector and Town Treasurer in developing projections of revenues, expenditures and available funds each year, prior to developing the proposed annual budget and the summary budget message for the Annual Town Report. Ensures uniform cash handling policies for all departments. | BOS, Finance Office | Annually | No Single Designee |
| | Reviews monthly budget expense & revenue reports. Discusses overspending or anomalies with respective department heads. Reports back to BOS at weekly meetings. | BOS, Departments | Continually | No Single Designee |
| | Maintains list & collects support data throughout year for projects to be added to CIP. Tracks and monitors implementation, timing & continuity and/or completion of multi-year CIP projects. Supervises submittal of all CIP project applications and requisite support data from various department heads and forwards such to the Planning Board. Ensures project applications are submitted by annual deadlines, to ensure the annual CIP update process is completed in time for annual budget season. Monitors and tracks expenditure of funds approved for individual CIP projects. Apprises BOS of unspent funds eligible to be returned to Municipal and Highway CIP capital reserve account balances. | BOS, PB, Departments | Continually | No Primary Designee, Planning Coordinator |
| | Attends Budget Committee meetings, providing background information and recommendations on all pertinent items. | BOS | Seasonally | Selectmen |
| | Assists BOS, SLPC, Planning Board and Departments in planning for future growth. | All | Annually | No Designee |
| | Stays informed of federal and state programs for funds available to municipalities, and makes recommendations to BOS regarding applications for such funds. Oversees and/or prepares grant applications, and coordinates grant proposals to ensure each proposal is consistent with Town policies, State and Federal laws. | BOS, Departments | Continually | No Primary Designee |

| Priority | Communications | Supported Entities | Frequency | Current Handler |
|----------|---|------------------------|-------------|---------------------|
| | Chief Point of Contact: Receives, investigates and responds to citizen inquiries and complaints addressed to the BOS or other Town officials; meets with members of general public, employees or others as needed; coordinates with appropriate departments, Boards or Committees to resolve issues successfully and/or to report to the BOS for further guidance. Supports employees in addressing problem issues with specific members of the public. | BOS, Public, Employees | Continually | No Primary Designee |
| | Vets, evaluates and directs all Right-to-Know Law requests to the appropriate departments or individuals. Monitors, tracks and forwards responses back to inquiring parties to ensure statute-compliant response times. | BOS, Public | Continually | No Primary Designee |
| | Public Information Officer: communicates with news medias as necessary. Drafts and coordinates multi-department press releases to news media inquiries. | BOS | As Needed | No Designee |
| | Prepares monthly report for Town website about current Town government (BOS) activity. Monitors overall Town website to ensure it stays current. | BOS | Monthly | No Designee |