

TOWN OF BLANDFORD TOWN ADMINISTRATOR

DEFINITION

Supervisory, administrative, technical, and professional management assisting the Select Board in directing, coordinating, monitoring, and controlling municipal operations of the Town. Working under the jurisdiction and policy direction of the Select Board, the Town Administrator is responsible for the proper administration of town government.

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.

Serves as agent of the Select Board ensuring the proper administration of all town operations on a day-to-day basis; attends all meetings of the Select Board preparing and providing documents and information pertinent to agenda items. Receives and makes appropriate disposition or referral of all Select Board correspondence and communications. Anticipates needs of the Select Board for information and background material. Ensures implementation of decisions of the Select Board. Keeps the Select Board fully advised regarding departmental operations and the financial status of the Town.

Supervises, directs, and ensures the efficient administration of all departments and employees under the jurisdiction of the Select Board and to which the Town Administrator is given authority, responsibility, or control; under direction of the Select Board, may consult with Town Counsel on legal matters affecting the Town.

Facilitates the budget process, provides budget oversight; keeps Select Board apprised of operating and capital budget expenditures.

Prepares Annual and Special Town Meeting Warrants, recommendations, and motions, per Select Board and Finance Committee direction.

Serves as primary contact and facilitator for community development initiatives.

Coordinates procurement pursuant to MGL c. 30B and other procurement statutes and regulations; manages multiple contracts for services in accordance with Select Board guidelines and policy.

Coordinates human resources functions on behalf of the Select Board; maintains centralized personnel records with the Treasurer/Collector; interprets and enforces personnel policies and practices, and rules and regulations on behalf of the Select Board.

Manages the Town's Workers Compensation, Police/Fire Injury Insurance, and Injured on Duty Programs working closely with department managers in compliance with town policies, laws and regulations.

Coordinates the Town's property and liability insurance program.

Investigates alternative revenue sources, including but not limited to federal and state grants; prepares, submits, administers grants, and works with state, federal, and private officials on town projects.

Oversees the maintenance of all properties under the authority of the Select Board and coordinates with Town departments appropriate actions concerning the same

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

All other work as assigned.

SUPERVISION RECEIVED

Under the jurisdiction and policy direction of the Select Board, the employee establishes short-range plans and objectives, departmental performance standards, and assumes direct accountability for departmental results; consults with the Select Board where clarification, interpretation, or exception to policy may be required. The employee, under guidance from the Select Board, develops departmental policies, goals, objectives, and budgets.

SUPERVISION EXERCISED

The Town Administrator is accountable for the direction and success of programs accomplished through others. Responsible for analyzing program objectives, determining departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of program objectives and recommending new goals. The Town Administrator formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations. The Town Administrator is expected to facilitate resolution with conflicts which arise and coordinate with others as necessary.

JUDGEMENT AND COMPLEXITY

Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principles, regulations, 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 Town Administrator is recognized on behalf of the Select Board as an authority in interpreting Town-wide guidelines in determining how they should be applied, and in developing operating policies.

NATURE AND PURPOSE OF CONTACTS

Relationships are with co-workers, Town, state, and federal officials, the media, and the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence, and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

CONFIDENTIALITY

The employee has access to confidential information including personnel files, legal matters, criminal records/investigations, client records, and department records, as well as medical and psychological records.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Public Administration, Political Science, or Business Administration or a related field with master's degree preferred; minimum of three to five (3-5) years' experience; 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.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Working knowledge of Massachusetts General Laws and regulations pertaining to municipal government with thorough knowledge of Massachusetts Open Meeting, Public Records, and Ethics laws; knowledge of municipal finance laws and regulations, labor laws, procurement laws and regulations, and personnel practices and procedures.

Abilities: Ability to plan, organize, and direct the development of projects, the preparation of reports, analyze problems and formulate recommendations for the Select Board's consideration. 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, Select Board and committee members, state and local agencies and officials, media and the public. Ability to represent the Select Board before an array of organizations including providing statements to the media. 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.

Skill: Strong interpersonal, oral and written communication skills; Excellent writing skills required to prepare various reports and position papers. Strong organizational skills. Skill in the utilization of technology commonly used by municipalities as a means of improving effectiveness, communication, organization and its services. Professional customer service skills. Skill in remaining non-political yet understanding local and state government politics.

WORK ENVIRONMENT

Work is conducted in a typical office environment and sites around the community for events and meetings.

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: Minimal physical effort is 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, moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and word processing. The employee is frequently required to reach with hands and arms and sit and talk and hear for extended periods of time.

Visual Skills: Visual demands require the employee to regularly read documents for general understanding and analytical purposes.