

TOWN OF BERLIN



JOB DESCRIPTION

Town Administrator

General

The Town Administrator is the Chief Administrative Officer of the Town. Working under the Policy supervision of the elected Board of Selectmen, the Town Administrator is responsible for the proper administration of town government.

Qualifications

1. A minimum of a B.S. or B.A. in Public Administration, Political Science, Business Administration or similar fields. A Master's degree is preferable.
2. Five years minimum experience in municipal administration or any equivalent combination of education or experience.
3. Knowledge of municipal finance, procurement, budgeting and capital planning.
4. Comprehensive knowledge of the functions of municipal government. Working knowledge of the interaction between local, state and federal government. Thorough knowledge of Massachusetts General Laws as they apply to municipal operations. Working knowledge of business administration practices and general office procedures.
5. Significant experience in collective bargaining and human resource management.
6. Knowledge of relevant information systems.
7. Superior interpersonal, oral and written communications skills.
8. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment.
9. Ability to communicate professionally.

Duties and Responsibilities

A. Chief Administrative Officer

1. Serves as agent of the Board of Selectmen.

2. Responsible for proper operation of all town affairs under the Selectmen on a day to day basis.
3. Supervise, direct and be responsible for the efficient administration of all departments' functions and activities and all employees for which the office of Town Administrator is given authority, responsibility, or control by by-law, Town Meeting vote, and by vote of the Board of Selectmen.
4. Coordinate with all committees, commissions, and officials not under the jurisdiction of the Board of Selectmen.
5. Preparation of annual and special Town Meeting Warrants and coordinating articles with the Finance Committee, Town Counsel and all appropriate departments.
6. Signs all warrants on behalf of the Selectmen.
7. Oversees all insurance, including health, property and liability.

B. Chief Procurement Officer pursuant to M.G.L. Ch. 30B

1. Authorizes all expenditures.
2. Oversees and approves all purchases of goods and services whether procured under the provisions of Ch. 30B or not. Prepares and analyzes bid specifications for contracted services and acts as contract administrator.

C. Personnel Director

1. Administers the Town's personnel bylaw, including maintenance of centralized personnel records, preparation of annual evaluation of Town employees and recommendation of compensation.
2. Negotiates all collective bargaining agreements for the Town and monitors the implementation of collective bargaining agreements. Conducts all contract negotiations and dispute resolution involving any labor matter with the purview of the Board.
3. Organizes staffing in Town Hall to maximize efficiency and eliminate duplication of services.
4. Responsible for compliance with federal and state employment laws and regulations.
5. Coordinates the hiring process for Town employees to ensure a fair process and compliance with state and federal hiring laws and regulations.
6. Coordinates and maintains accurate job descriptions for all Town positions under the jurisdiction of the Board of Selectmen and works cooperatively with those that are not.
7. Recommends appropriate classification and salary plans for all Town positions under the jurisdiction of the Board of Selectmen and works cooperatively with those that are not under the jurisdiction of the Board.
8. Manages the Town's Workers Compensation and related programs working closely with departmental managers in compliance with M.G.L.
9. Certifies changes to all employees' pay and benefits and approves the addition of new employees to the payroll.

D. Financial

1. Serves as the chief financial officer for the Town.
2. Serves as Budget Director and is responsible for coordination and submittal of all department budgets to Board of Selectmen for review and coordinates with the Town's Finance Committee.
3. Makes recommendations on all Town department budgets.
4. Periodically reviews all department expenditures against appropriations and presents quarterly progress reports to the Board of Selectmen.
5. Investigates alternative revenue sources, including but not limited to federal and state grants.
6. Responsible for the preparation and maintenance of the Town's Capital Improvement Plan. Working with the Capital Planning Committee, prepares recommendation for annual capital request and prepares five-year capital plan for purchase and maintenance of capital assets.

E. Other

1. Under policy direction of the Board of Selectmen, coordinates with Town Counsel on legal matters affecting the Town.
2. Oversees the rental and use of all town facilities and property under the jurisdiction of the Board. Ensures that a full and complete inventory of all property of the town, both real and personal is maintained.
3. Responsible for media and public relations.
4. Represent the Town's interests in all regional endeavors and interaction with appropriate county, state and federal officials and departments including but not limited to the Berlin-Boylston Regional School district, the Assabet Valley Regional School District and the Nashoba Valley Regional Dispatch.
5. Responsible for the coordination of town wide information technology and systems.

Performs similar or related work as required, directed or as situation dictates and shall exercise any additional powers that are or may be legally conferred upon the position by statute, bylaw, regulation or vote of the Selectmen.

Approved:

Berlin Board of Selectmen - February 25, 2019

Berlin Personnel Committee - February 27, 2019