

Position Purpose:

Performs complex professional and management work in providing daily administration of Town operations. Acts as the Chief Administrative Officer for the Board of Selectmen and carries out the orders and policies of the Board of Selectmen in accordance with all laws and Town rules, regulations, ordinances, policies and procedures. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types 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.)

- Administers the daily operations of the Selectmen's office.
- Responsible for overseeing/coordinating the processing of payroll, accounts payable and accounts receivable.
- Maintains personnel files and records. Attends to training needs of employees; motivates and coaches staff. Advises Selectmen on personnel matters and on all matters affecting Town employees and volunteers. Ensures uniform application of the personnel policies and performance evaluations of the Town. Manages Town insurance and employee benefit programs. Assists staff with completing health insurance, life insurance, short term disability and retirement forms.
- Administers purchasing policies. Coordinates Town purchases, including reviewing purchase requisitions, drafting specifications, preparing bid documents, and evaluating competitive bids received.
- Fosters communication and serves as liaison between the Selectmen and Town Department Heads, other boards, committees, Town officials, and federal, state and other governmental agencies.
- Reviews, investigates and seeks to resolve complaints from the public, either through direct response or by delegating to the appropriate department head. Advises Board of Selectmen of these matters as necessary. Ensures that the Selectmen's Office is accessible to the public during normal hours of operation.
- Coordinates with Town Counsel the preparation of the town warrant for all town meetings, agreements, easements, and rights-of-way concerning land for Town use. Manages advertising and legal posting requirements for all departments and committees upon request. Develops timetable for Town programs and services.
- Attends all meetings of the Board of Selectmen and other meetings as required by the Board; responsible for setting the agenda and the accuracy of records of all Board of Selectmen meetings; represents the Selectmen whenever they are unavailable, and acts as their representative. Prepares press releases and reports. Performs project administration.
- Coordinates the preparation of the annual Town budget for presentation to the Board of Selectmen. Responsible for its daily administration; analyzes expenditure trends and reports potential problems to the Selectmen. Monitors department budgets to avoid over-expenditures. Completes and submits required budget forms and reports.

- Researches grants. Prepares grant applications and administers grants received. Assists the Selectmen with implementing audit recommendations.
- Coordinates the activities of the assessing contractor and ensure assessing records are properly maintained.
- Responsible for state reporting forms.
- Responsible for the preparation of the annual report and budget for Town Meeting.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training, and Experience:**

Bachelor's degree in Public Administration, Business Administration, or related field plus two years' administrative and municipal management experience; or any equivalent combination of education and experience.

Knowledge, Ability, and Skill:

Knowledge: Extensive knowledge of local government operations, administration and management practices and procedures; knowledge of the application of state and federal laws and policies which affect local government, including purchasing; knowledge of fiscal management and planning and human resource management.

Ability: Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. 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. Ability to exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity and tact.

Skill: Proficient fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Proficient in utilizing contemporary office applications for word processing, database, spreadsheet, presentation, and internet use.

Physical 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 essential functions.

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May move objects weighing up to 10 pounds. Must be able to communicate.

Supervision:

Supervision Scope: Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment in providing professional advice to the Board of Selectmen and town officials, departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town.

Supervision Received: Works under the policy direction of the Board of Selectmen with considerable latitude for independent judgment and initiative. Questions are referred to supervisor only when clarification of town policy is needed.

Supervision Given: Coordinates activities of all Town Department Heads and supervises Town Office clerical staff that is under the control of the Board of Selectmen. Assists and advises the Board with the personnel functions of hiring, evaluating, disciplining, promoting and dismissing Town employees.

Job Environment:

- Most work is performed in office conditions; regular schedule requires attendance evening meetings; additional time is required to prepare for meetings and other events.
- Operates a computer, telephone, and other standard office equipment.
- Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants, and vendors.
- The employee has access to all town-wide confidential information, including bid proposals, personnel records, agreements, and legal proceedings.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

(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.)