

## JOB DESCRIPTION

### TOWN OF LAKEVILLE TOWN ADMINISTRATOR

**GENERAL STATEMENT OF DUTIES:** Administer and coordinate Town departments, personnel, and programs for the effective delivery of governmental services to the residents of the Town of Lakeville.

**SUPERVISION RECEIVED:** General supervision received from the Board of Selectmen.

**SUPERVISION EXERCISED:** Town employees specified by Town By-law, Town Meeting vote, or Board of Selectmen vote.

#### **ESSENTIAL RESPONSIBILITIES:**

*The essential functions of 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.*

**General Administration:** Administer and coordinate the day-to-day activities of Town departments and employees in accordance with the job description and “An Act Providing for a Town Administrator in the Town of Lakeville”.

Keep the Board of Selectmen fully informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions; submit periodic reports to the Selectmen; recommend operational policies and procedures to the Selectmen, including improved organization of Town departments.

Administer and ensure that the Town government complies with the provisions of general or special laws applicable to the Town, all By-laws, and all regulations established by the Board of Selectmen.

Work with Town Counsel on matters affecting Town government and matters involving litigation.

Coordinate the activities of any board, commission, and committee concerned with long-range planning, including the physical, economic, and environmental development of the Town.

Research and prepare grant applications.

Oversee and direct the maintenance and repair of all Town buildings and land.

Maintain an inventory of all Town-owned real and personal property.

Act as the Town's Coordinator for ADA (Americans with Disabilities Act). Ensure compliance with government regulations such as OSHA (Occupational Safety and Health Act).

Work in conjunction with the Director of Emergency Management, ensuring that employees and volunteers have received adequate emergency training. Confirm that Town's written emergency response plan is up to date.

Ensure all Town departments and employees maintain effective public relations by courteously and competently dealing with the citizens of Lakeville. Maintain contact with local, state, and federal officials as well as members of the business community.

Respond to requests for information from Town officials, residents, the media, and the general public by phone, through the mail, social media, and in person on a wide range of topics including budgets, purchasing, town policies and regulations, and general information about Lakeville and organizations and events within the Town.

Review and approve the annual Town report.

**Finances and Budgets:** Prepare, submit, and present the Town Budget, supplemental appropriations, and special fund budgets to the Board of Selectmen, Finance Committee, and Town Meeting. This includes reviewing individual departmental budgets, salary plans and union contracts, purchasing plans, debt schedules, past expenditure patterns, revenue and price forecasting, and policy direction from the Selectmen.

Assist the Board of Selectmen in presenting their budget to the Finance Committee and assist the Finance Committee in obtaining any budget information requested.

Exercise fiscal authority to ensure that all Town departments and employees stay within their allotted budgets. Approve all bills paid by the Town and all checks issued by the Town. Prepare and submit routine and special Town activity and financial reports to the Board of Selectmen. Prepare, with the assistance of the Town Accountant, year-end financial transfers in order to balance the budget.

Keep the Board of Selectmen informed regarding the availability of federal and state funds and how such funds might relate to unmet long-range needs.

Oversee the work performed by the Town's financial advisor, bond counsel, Town Treasurer, and Town Accountant for the issuance of municipal bonds and notes.

**Capital Plan:** Work with the Board of Selectmen, Finance Committee, Capital Expenditures Committee, Town Accountant, and Department Heads in the development and implementation of the long-range capital plan. Survey departments for their requests, assess priorities, and determine the costs and financial impact of the plan and the Town's fiscal capability to carry it out. Ensure the development and maintenance of computer applications and records for all capital items.

**Personnel Administration:** Supervise and direct the activities of the Town's employees under the jurisdiction of the Board of Selectmen. This shall include, but not be limited to: providing recommendations for the hiring of Town employees, executing or following existing procedures for handling employee complaints, draft and recommend job descriptions with collaboration from Human Resources and the Department Heads, reviewing job performance of direct reports, and recommending salary increases. The discharge of Town employees shall be with the concurrence of the Board of Selectmen. The policies within the Employee Personnel Handbook/Classification and Compensation Plan must be followed when making any personnel decisions outlined in this paragraph.

Work with the Board of Selectmen and Town's labor negotiators to monitor and arrive at fair and equitable collective bargaining agreements.

Administer the Town's Employee Personnel Handbook/Classification and Compensation Plan in conjunction with the Human Resources Director.

**Purchasing:** Serve as the Town's Chief Procurement officer for the bidding and purchasing of equipment, materials, supplies, and services for all Town departments, excluding the schools; the Town Administrator shall only purchase items for departments not under his/her supervision if requested in writing. Develop specifications for products and services needed by the Town. Analyze all bids, review with appropriate Department Head or Elected Board and award contracts in accordance with the Board of Selectmen's policies. Develop and maintain lists of firms interested in bidding.

**Insurance:** Administer the Town's property/casualty insurance. Work with the Human Resources Director, the Town's insurance agents, consultants, or other administrators to ensure that the insurance programs are cost-effective and include all necessary items.

**Construction Projects:** Oversee all Town construction projects. This includes: working with the Building Committee, Board of Selectmen, Finance Committee, and Town Meeting to obtain approval of projects; reviewing bids; working with the construction administrator and contractors; evaluating the progress of projects on a periodic basis; approving all bills; administering all grants; and properly maintaining all records.

Perform other duties, as may be assigned, from time to time, by the Board of Selectmen.

#### **OTHER REQUIRED RESPONSIBILITIES:**

**Pension:** Oversee the administration of the Town's pension plan.

**Computers:** Ensure all computer operations of the Town are being done in accordance with recommended business practices.

#### **QUALIFICATIONS AND SKILLS:**

Ability to supervise Department Heads and subordinates.

Ability to organize and follow through on long-range projects.

Ability to deal tactfully with the public, media, and other employees.

Ability to communicate effectively in written and oral expression.

Knowledge of municipal budgets and financial processes.

Knowledge of municipal, federal, and state grants.

Ability to handle expected and unexpected emergencies. Strong realization that small town government requires flexibility in what is entailed in the position.

Microsoft Office proficient.

Valid Driver's license.

### **EXPERIENCE AND TRAINING:**

Bachelor's degree and/or Master's degree in a field related to municipal management or in an equivalent field, such as accounting, business management, or law. A minimum of one to three (1-3) years' experience as a Town/City Manager/Administrator or Assistant Town/City Manager/ Administrator, or education and experience that is equivalent showing a progressive leadership history in public and/or private organizations.

### **IDEAL CANDIDATE**

The ideal candidate may possess one or more of the following: Massachusetts Certified Public Purchasing Official (MCPPO), a successful grant writing record, knowledge of Massachusetts General Laws, knowledge of ADA laws, and experience with Town Planning.

### **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 functions.*

This is primarily an office-based job in a municipal setting. Minimal physical effort is required to perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

The employee is required to stand, walk, sit, speak, hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Employee must be able to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

### **WORKING CONDITIONS:**

Regular hours of work are 9:00 a.m. to 5:00 p.m., Monday through Friday. However, it is expected that the Town Administrator will work a number of evenings each year in order to meet

time deadlines (such as the Town budget) and will attend all Board of Selectmen meetings (held on weekday evenings). In addition, the Town Administrator will attend all meetings of the Finance Committee (held on weekday evenings), Town Meetings, and meetings of many other Town boards and committees. Furthermore, attendance will be required at an occasional early morning or weekend meeting. The Town Administrator shall be present within the Town's boundaries during emergency management situations unless assigned elsewhere by the Selectmen.

*This position is an exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is not eligible to be paid overtime for work performed beyond forty hours in a workweek.*

***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.***