

**Position Purpose:**

This role serves as the Chief Administrative Officer. Provides leadership in the development, implementation and administration of all municipal programs and policies established and approved by the Berlin Select Board in accordance with all applicable acts, by-laws, rules and regulations. The duties of this position are governed by the Town of Berlin, MA Board of Selectmen and Town Administrator Act. The Town Administrator manages the Town of Berlin under the policy guidance of the Select Board; acts in an advisory capacity to the Board on policy needs/ requirements/changes. Responsible for overseeing the quality of services delivered by the Town and its departments. 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.)*

- Serve as Chief Operating, Financial and Administrative Officer of the Town and Agent of the Select Board.
- Collaborate with the Board in the development of goals, policies and long term initiatives and is responsible for overseeing implementation.
- Supervise, direct and responsible for the efficient administration of all town departments and employees within the jurisdiction of or appointed by the Select Board.
- Establish and maintain appropriate administrative procedures for the conduct of all affairs under the jurisdiction of the Select Board.
- Oversee the administration and implementation of the Town-wide personnel system including enforcement of personnel policies and procedures, rules and regulations.
- Manages the finances of the Town to develop both short and long term financial strategies and budgetary guidelines. Manages the development of the operating and capital budgets. Participates in the review of expenditures and receivables against budgets.
- Oversee legal issues for all town boards, departments, committees and commission in collaboration with Town Counsel, including procurement contracts, litigation and employment matters.
- Attends a variety of board/committee/commission meetings; civic, economic and business meetings.
- Directs collective bargaining process for the Town; keeps the Select Board informed.
- Serve as Chief Procurement Officer as described by Massachusetts General Law.
- Serve as Chief spokesperson and principal contact for the Town.
- Develop planning opportunities to improve economic development within the Town.
- Complete special projects and assignments, and performs any and all similar or related work.
- Create and review a variety of management reports.
- Attends professional meetings, workshops, conferences; stays abreast of changing trends in local government management.
- Coordinates administrative efforts with independent elected boards to ensure a cohesive town-wide collaborative mission.
- 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 or related field (Master's preferred). Must have (5-7) years of progressively responsible experience in municipal management, of which at least three (3+) years are in a supervisory position; or an equivalent combination of education, training and experience. Must have Massachusetts Certified Procurement certification, designation as Notary Public preferred. Must have and maintain a valid driver's license.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of municipal management and of applicable provisions of the Massachusetts General Laws. Working knowledge of computer applications for report generation, data analysis, accounting and financial management. Thorough understanding of the Collective Bargaining process.

*Ability:* Ability to analyze and interpret data and to present findings clearly. Ability to establish and maintain cooperative relationships with Town officials and governmental representatives. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to lead and supervise departmental staff and to develop policies and procedures for the department's operations.

*Skill:* Leadership skills. Office management skills. Highly developed skills in computer hardware and software. Aptitude for budgets, numbers and details. Excellent organizational skills. Excellent people skills.

**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.*

While performing the duties of this job, the employee is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed. Ability to operate automobile to transact business.

**Supervision:**

*Supervision Scope:* Performs highly responsible functions of a complex and technical nature requiring a high degree of professional judgement and initiative in ensuring that all municipal financial transactions conform to law and to professional standards as well as in formulating decisions regarding policies, procedures, operations and plans at the department level.

*Supervision Received:* Works under the direction of the Select Board.

*Supervision Given:* Supervises Department Heads and an Administrative Assistant.

**Job Environment:**

- Work is performed under typical office conditions. Work environment is moderately noisy. Incumbent required to attend evening meetings. May be contacted at home for emergency situations.
- Operates computer and general office equipment, such as calculator, copier, facsimile machine and telephone.
- Makes frequent contacts with all Town departments and boards, vendors, auditing firms, and relevant state officials and agencies. Makes frequent contact with the general public. Contacts require considerable skill in negotiating and resourcefulness and discretion in influencing decisions and behavior of others. Handles the more difficult customer service requests.
- Has access to town-wide confidential information including bid proposals, contracts, negotiating positions, department personnel records, legal matters, as well as sensitive Town financial information.
- Errors are difficult to detect and could result in excessive costs, major financial losses from unauthorized expenditures, failure to receive funds due, and/or deterioration of the Town's financial position; errors may also result in serious legal ramifications and poor public relations.

*(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.)*