

**Town of Ashfield, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Town Administrator	<b>Grade Level:</b>	
<b>Department</b>	Select Board	<b>Date:</b>	2015
<b>Reports to:</b>	Ashfield Select Board	<b>FLSA Status</b>	Exempt

**Statement of Duties:** The Town Administrator has chief administrative and financial responsibility for the town, and is directly responsible to the Select Board for the management of staff and administration of all town affairs not specifically reserved to another elected body. S/he works with all town departments toward the achievement of common goals for the town. The Town Administrator shall devote full time to the office and shall not hold any other public office, elective or appointive, nor engage in any other business or occupation during such service, unless in advance approved by the Select board.

**Supervision Required:** The Town Administrator is appointed by the Select Board and functions under the jurisdiction and policy direction of the board. The Town Administrator will refer specific issues or problems to the Select Board as necessary when clarification or interpretation of town policy or procedures is required.

**Confidentiality:** The Town Administrator has complete access to all municipal confidential information in accordance with the State Public Records Law.

**Supervisory Responsibility:** The Town Administrator is accountable on a town-wide basis for the direction and success of programs accomplished through others. S/he analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. S/he assists or oversees the provision of personnel services to town employees, including recommendations to the Select Board for the hiring, training, and accountability of employees.

**Essential Functions:**

*The powers, duties, and essential functions of the town administrator shall include, but are not limited to, the following:*

- (a) The Town Administrator shall supervise and be responsible for the efficient administration of all departments, commissions, boards and officers, under the jurisdiction of the Select Board.
- (b) The Town Administrator shall attend all regular meetings of the Select Board and shall attend all town meetings and shall be permitted to speak when recognized by the moderator.
- (c) The Town Administrator shall keep the Select Board fully advised as to the needs of the town and shall recommend to the selectmen for adoption such measures requiring action by them or by the town meeting as s/he may deem necessary or expedient.
- (d) The Town Administrator shall be the chief budget officer of the town, and shall prepare and submit to the Select Board and the finance committee, an operating and capital improvement budget, as provided by by-law. S/he shall monitor town spending through the fiscal year and make financial reports to the selectmen as requested. S/he shall coordinate the development of strategic financial goals for the town and make recommendations concerning financial policies and practices as directed by the selectmen.

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- (e) The Town Administrator shall coordinate appointments to offices, boards/committees and employment with the town over which the Select Board has final approval or appointing authority. S/he may recommend removal of the same, for cause, in writing and otherwise in accordance with town bylaws and collective bargaining agreements.
- (f) The Town Administrator shall, oversee the rental and use of all town property.
- (g) The Town Administrator shall oversee the permit and license procedures for the Select Board.
- (h) The Town Administrator shall be the purchasing agent and chief procurement officer for the town. S/he shall be responsible for ensuring that departments are aware of and comply with the provisions of M.G.L. Chapter 30B. S/he shall purchase all supplies, materials and equipment, except those intended for the school department or for the library.
- (i) The Town Administrator oversees the town's human resources administration. S/he shall implement and update, as warranted, the town's classification and compensation plans and shall provide for the maintenance and security of personnel files.
- (j) The Town Administrator shall administer, either directly or through a person or persons reporting to her/him, all provisions of general and special laws applicable to the town, all by-laws and votes of the town, and all regulations established by the Select Board.
- (k) The Town Administrator shall be accessible and available for consultation to boards, committees and commissions of the town, whether appointed or elected, and shall be responsive to their requests for assistance.
- (l) The Town Administrator shall keep full and complete records of her/his office, and shall provide periodic reports as requested by the Select Board.
- (m) The Town Administrator shall prepare all warrants for the Annual Town Meeting and Special Town Meetings, present proposed warrants and budgets to the Select Board for review and approval. S/he shall submit the warrants to town counsel for review. S/he will attend town meetings, and commission, board, committee and other activities, as directed by the Select Board.
- (n) The Town administrator shall oversee the coordination and compilation of annual town reports.
- (o) The Town Administrator will prepare applications for grants, administer grants received, and work with appropriate state, federal, and private officials on various town projects, as required.
- (p) The Town Administrator shall perform such other duties as may be required of her/ him by by-law, by vote of the Select Board, or vote of the Town Meeting.

**Judgment:** Extensive judgment, discretion, and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives. The Town Administrator is recognized as the department or functional area's authority in interpreting guidelines, determining their application, and development of

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policies.

**Complexity:** The work consists of managerial functions including planning, organizing, coordinating, evaluating, integrating activities, and programs for more than one major department within the municipality.

**Work Environment:** The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements.

**Nature and Purpose of Relationship:** Duties involve constant contact with local, state, and federal government officials, community leaders and other individuals to protect and promote the municipality's overall interest. The Town Administrator must possess a high degree of diplomacy and judgment and must be able to work effectively with all types of persons. S/he shall ensure a professional work environment at all times.

**Accountability:** The Town Administrator's primary responsibility is the everyday operation of Town functions. Improper judgment could jeopardize programs and endanger public safety. Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the municipality's ability to deliver services and the public's confidence in town government.

**Occupational Risk:** Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings. The Town Administrator may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree in Public Administration, or a related field; Master's degree preferred but not required; three to five years' experience in municipal administration, as Town Administrator preferred, or a related field, or any equivalent combination of education, training, and experience.

**Special Requirements:** Motor Vehicle Operator's License.

**Knowledge, Abilities, and Skills:**

**Knowledge:** Working knowledge of Massachusetts General Laws and regulations; knowledge of municipal finance laws and regulations, labor laws, procurement laws, personnel practices and procedures.

**Skills and Abilities:** Strong oral communication skills including ability to represent the town with an array of organizations including the media. Excellent writing skills. Strong organizational skills including the ability to manage a large number of projects and tasks. Skill in the utilization of technology. Professional customer service skills. Ability to direct and evaluate the work of department heads as well as other subordinates including office staff. Ability to plan, organize, and direct the development of projects, preparation of reports, analyze problems and formulate recommendations. Ability to bring people together around complex goals and develop consensus. Ability to establish and maintain harmonious and effective working relationships and deal appropriately with employees, Select Board/committee members, agencies and officials, media, and the public. Ability to prioritize and

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manage multiple tasks, and delegate authority in a prompt and effective manner. Ability to negotiate contracts, agreements, and appropriate working arrangements and achieve timely results. Ability to deal tactfully with disgruntled members of the public and town staff.

**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. In the event the Town Administrator becomes disabled, as defined by the Americans with Disabilities Act, s/he must be able to perform the essential job functions (as listed) either aided or unaided or with the assistance of a reasonable accommodation to be determined by the Board of Selectmen.*

**Physical Skills**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a personal computer and office equipment. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls and reach with hands and arms. The employee is frequently required to sit, talk and hear. Employee may be required to lift, push or pull department office equipment and operate an automobile, office machines, or a personal computer. Field visits may be necessary in the wider community.

**Motor Skills**

Duties are largely mental, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing.

**Visual Skills**

Visual demands include constantly reading documents for general understanding and analytical purposes.

*This job description does not constitute an employment agreement between the Town and employee, and is subject to change, as the needs of the Town and the requirements of the job may change.*

*The Town of Ashfield is an Equal Opportunity/ Affirmative Action Employee.*