**Purpose:**

Performs professional management work overseeing the management of all town services with specific responsibility for departments under the jurisdiction of the Board of Selectmen. 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.)*

Serves as Chief Administrative Officer for the Board of Selectmen; prepares the Board of Selectmen’s agenda and attends all meetings of the Board and other boards and committees as necessary, and acts for the Board in accordance with established policies. Develops policy proposals and recommends policy alternatives to the Selectmen. Brings to the attention of the Board all information relevant to the performance of the Office of the Selectmen.

Coordinates Town operational policies, rules, regulations, and procedures and submits them to the Selectmen for approval.

In conjunction with Selectmen, establishes Town objectives, policies, and services. Hires key executives, directs the leadership team, establishes performance goals and targets, assesses performance and institutes corrective action as necessary to improve Town efficiency, effectiveness, and customer service.

Represents the Board of Selectmen on a daily basis; executes the policies of the Board in areas of municipal management, administration, coordination, and supervision. Exercises administrative authority over town departments, commissions, boards, committees, and officers under the jurisdiction of the Board.

Keeps the Selectmen fully advised regarding all departmental operations, the availability of federal funds, grants, fiscal affairs, problems, administrative actions and long -range needs of the town.

Investigates and makes recommendations on questions coming before the Board for a decision; initiates special studies with the approval or at the direction of the Board.

Supervises department heads and senior professionals and provides guidance to other municipal boards, committees, and commissions; provides assistance in program planning, grant management, personnel management, and budget development; makes recommendations to the Board of Selectmen in conjunction with department heads regarding departmental operations.

May serve as Chairperson on statutory and ad hoc committees; may serve as the Board of Selectmen’s designee on other committees and boards.

Responsible for the preparation and presentation of the Town’s annual operating budget and capital budget to the Board of Selectmen and Finance Committee. Responsible for the development and revision of the capital improvement program; responsible for the preparation of annual and special town meeting warrants; responsible for the town report. Monitors financial condition of the town. Supervises the maintenance of financial records. Signs warrants for payment of the Town’s obligations.

Reviews budget reports, financial statement, request for the proposal and other documents; make recommendations and forward documents for further action as required.

Responsible for the day-to-day administration of the Town’s personnel system. Manages the functions of staffing, performance management, training and development, compensation, labor and employee relations, benefits, and occupational safety. Enforces personnel policies and by-laws.

Initiates the filling of vacancies in municipal positions, including department head positions, committees, commissions, and boards in cooperation with department heads. Recommends hiring and firing and disciplining of municipal employees under the jurisdiction of the Board of Selectmen for the Board’s approval.

Acts as Principal Collective Bargaining Agent. Coordinates all labor negotiations and grievance procedures as directed by the Board of Selectmen; evaluates and renders decisions and/or advises the Board of Selectmen on employee grievances as required by respective collective bargaining agreements.

Oversees the maintenance of the Town’s physical facilities, and capital assets.

Serves as Chief Procurement Officer; supervises the Town’s purchasing practices. Executes contracts on behalf of the Town to authorized limits. Coordinates purchasing of supplies, materials, and equipment for departments under the jurisdiction of the Board of Selectmen. Reviews purchases by other boards and committees to ensure the process conforms to state and local laws and regulations. Responsible for ensuring a complete inventory of Town property. Manages the Town’s insurance programs and serves as the primary contact with insurance providers.

Coordinates the Town’s response to local emergency situations.

Conducts regular staff meetings with department heads; reviews program goals and objectives with department heads; evaluates performance and effective utilization of staffing, finances, and assets.

Coordinates litigation and legal opinions between the Selectmen, Town Counsel, special counsel and various boards, departments, committees, and commissions.

Serves as the Town’s interface between town boards/committees and Town Counsel; authorizes and monitors the use of Town and special Counsel as well as all outside consulting services.

Researches and analyzes current practices and trends in local government administration; prepares management reports, policy statements and other materials for consideration by the Board of Selectmen and other boards and commissions.

Serves as principal spokesperson for municipal services with the media; prepares news releases.

Responds to inquiries, complaints, and problems, and provides assistance to department heads, town staff, local and state officials, and business and community leaders, citizens, the news media, and the general public. Resolves the more difficult customer service issues.

Mediates grievances and complaints from Town employees; represents the Town in grievances and lawsuits.

Attends county, regional, state, and federal meetings as the representative of the Selectmen.

Supervises the issuance of licenses and permits, and the scheduling of hearings.

Establishes and maintains relationships with local community organizations, groups, and residents.

Maintains knowledge of practices and trends in local government management by attending professional seminars and conferences and networking with other town Managers and Town Administrators.

Performs similar or related work as required, directed or as situation dictates.

**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.

*Supervision Received:*  Works under the supervision of the Board of Selectmen, with considerable latitude for independent judgment and initiative.

*Supervision Given:* Supervises all Town Department Heads.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor’s degree in Public Administration or related field, Master’s Degree preferred; five to ten years’ progressively responsible administrative and supervisory experience preferably in municipal or government; or an equivalent combination of education and experience.

*Special Requirements:*

Must possess a valid motor vehicle operator’s license.

*Knowledge:* Thorough knowledge of public administration, including personnel management, financial management and public sector management principles, policies, and practices. Knowledge of the functions, organization, and operations of town departments. Knowledge of municipal budget preparation, finance, and audit procedures.

*Ability:* Ability to interpret and apply municipal policies and procedures, town ordinances and federal and state statutes. Ability to plan, organize, supervise, and inspect the work of professional, technical and support personnel; Ability to delegate responsibility. Ability to negotiate and resolve disputes effectively. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.

*Skill:* Proficient fiscal skills, public and interpersonal relations. Skill in oral and written communication and public presentation. 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, 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 effectively in writing and orally. Vision and hearing at or correctable to normal ranges.

**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, automobile, telephone, and other standard office equipment.
* Performance of duties requires regular contact with town employees, state and federal officials, local businesses, non-profit organizations, and other communities.
* The employee has access to confidential information.
* 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.)*

*Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer*