

TOWN OF ASHBY  
TOWN ADMINISTRATOR  
JOB DESCRIPTION

BASIC FUNCTION

The Town Administrator is Chief appointed Executive Officer and Chief Fiscal Officer of the Town, appointed by the Board of Selectmen. The Town Administrator performs management of daily operations and departmental functioning of town government. As chief fiscal officer, the Town Administrator prepares and manages an annual fiscal plan; plans for initiation pertaining to the community and the economic growth of the town; acts as advisor to various Town boards and commissions; ensures that all applicable laws, rules and regulations are enforced and implements directions from the Board of Selectmen as their extension into daily operations.

RESPONSIBILITIES - ADMINISTRATION SPECIFIC TO SELECTMEN

Administers and implements the policies and programs of the Board.

Keeps logs and follows progress of the reports of all the projects of the Board.

Initiates research and recommends courses of action to the Board for improvement of Town practices and services.

Initiates regular meetings with counterparts in surrounding towns to discuss/implement programs of mutual benefit.

Prepares agenda and supporting information for weekly meetings of the Board.

Anticipates needs of Selectmen and provides information and background material for setting policy and making decisions.

Initiates and/or conducts research and special studies for Town programs and initiatives.

Informs the Board of all relevant statutory and regulatory changes, verifies implications with Town Counsel.

Acts as primary liaison with all legal counsels on matters relevant to the Town.

Prepares reports and updates on town activities, problems and needs.

Prepares all applications for licenses and renewal licenses for Selectmens' consideration.

Provides liaison with the Board of Selectmen and all other Town committee and boards, including but not limited to attending regularly scheduled meetings.

Arranges meetings/forums with Selectmen, Town committees and the public for communication of issues and information.

Established working relationships with and acts as the Selectmen's representative to regional organizations and appropriate county, state and federal officials and departments.

Answers complaints and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Board of Selectmen.

Provides intensive training for newly elected Selectmen including, but not limited to, policies and current issues and background information.

Prepares regular written reports for Selectmen on activities of the office and short term goals, as requested.

#### RESPONSIBILITIES - FINANCIAL: BUDGETS, GRANTS, PROJECTIONS

On behalf of the Selectmen, coordinates operation and capital budget preparation for all departments and boards with Town Accountant and Finance Committee.

Tracks and analyzes expenses and projects and analyzes revenue of Town departments and committees on an on-going basis.

Works with the Town Treasurer to analyze and make recommendations that provide for sound short and long term financial policies and planning for the Town.

Researches grant opportunities, prepares grant applications for Selectmens' approval, administers grants.

Attends all Selectmen and Town meetings and other meetings as required.

Meets with regional school committees to discuss budget matters and help facilitate communication between the school system and Town.

#### RESPONSIBILITIES - ADMINISTRATION IN OTHER AREAS

Provides management direction and support for department heads, staff and Town employees.

Administers all personnel issues and functions, including policies, job performance standards and evaluations, hiring practices, disciplinary procedures, exit interviews and ensuring compliance with all applicable employment laws.

Analyzes and makes recommendations concerning personnel matters; implements personnel policies and job descriptions for Town employees directly.

Directs technology of computerization, including effective use of spreadsheet and word processing software and is the MIS coordinator for the Town; provides training and support services for Town employees; projects future needs; implements new systems.

Maintains an inventory of all town owned real estate, facilities and equipment.

Coordinates and administers the Town's insurance policies and risk management programs.

Coordinates all services of Legal Counsels and assists Town Counsel with preparation of litigation.

Initiates regular contact with Selectmen and other Town Committees.

Prepares for Town Meetings, including drafting of Warrant Articles and coordinating articles with the Finance Committee, Town Counsel and all appropriate departments.

Reviews all articles for clarity, completeness, providing remediation if necessary.

Oversees preparation and printing of the Warrants for the Annual Town Report.

Acts as Town's Purchasing Agent and is responsible for purchasing of supplies, materials and equipment.

Prepares and analyzes bid specifications for contracted services, acts as contract administrator.

#### RESPONSIBILITIES - OTHER

The Administrator shall perform any additional duties required by law or by a vote of the Selectmen, or by a vote of Town Meeting, which are not in conflict with any statute, regulation or law, and shall be assigned and shall exercise any additional powers that are or may be legally conferred upon the position by statute, bylaw, regulation or vote of the Selectmen.

#### MINIMUM QUALIFICATIONS

A high level of professionalism is required, characterized by sound judgment, ability to maintain strict confidentiality, and an attitude of accessibility and responsiveness to both Town personnel and the public. Demonstrated management and organizational ability must be accompanied by excellent verbal and written communication skills, along with computer literacy including a working knowledge of spreadsheet design, manipulation and analysis.

Specifically, the Administrator will have a working knowledge of municipal management and municipal finance, including personnel practices and policies, financial analysis and modeling, state and federal agencies (as related to municipal governments), state and federal laws, and town bylaws. Also required is the ability to analyze a variety of problems, to solve or make sound recommendations as to their solution, to implement policy and to establish and maintain effective

working relationships. Excellent management, financial, organizational and communication skills are essential. Must be bondable.

#### EDUCATION AND EXPERIENCE

Applicant should have a degree in public administration or related field and knowledge of municipal government.