

Assistant Town Manager/Administrator

Definition:

Under the general direction of the Town Manager/Administrator, performs administrative, planning, and technical work in the coordination and management of Town government. Individual performs a variety of management duties involving budgeting, purchasing, insurance, personnel, and other related functions.

Distinguishing characteristics:

Work is performed under supervision of the Town Manager/Administrator. Performs highly responsible duties of a complex nature requiring the exercise of considerable judgment, initiative, and attention to detail.

Work involves administering a wide-range of policies and procedures, many of which are not standardized. Individual interprets policies and adapts to individual circumstances, requiring accuracy, common sense, and tact. In many circumstances, the policy will first have to be developed before implementation.

Provides technical support and recommendations to the Town Manager/Administrator, Finance Committee, and to Town departments on financial matters, such as budget preparation, expenditure monitoring, revenue estimation and Reserve Fund transfers. Works closely with the Finance Director.

Researches and makes recommendations to the Town Manager/Administrator on all facets of the Personnel function for all municipal departments and employees, including: recruitment, selection, training, discipline, development of personnel policies and procedures, classification, evaluation, records management and benefits management.

Provides staff support to the Personnel Board and Finance Committee, and other committees as assigned by the Town Manager/Administrator.

Conducts research and analysis to recommend strategies for union contract negotiations. Access to confidential information including matters related to collective bargaining, employee personnel records, and budgetary negotiations. May participate in collective bargaining if required by the Town Manager/Administrator.

Errors in judgment could result in considerable confusion and delay and could result in administrative problems, excessive costs, adverse public relations, or have a negative impact on Town services.

Makes frequent contacts with Town officials and employees, community leaders, and the general public. Makes frequent contact with insurance carriers and consultants and occasional contact with other vendors.

Negligible physical effort required in the performance of duties under typical office conditions.

Exercise supervisory authority over employees in the Budget and Personnel Departments; assumes additional supervisory authority as delegated by the Town Manager/Administrator .

Examples of work:

Oversees risk management for the Town, including health, life, worker's compensation, fleet, property and liability. Works closely with the Benefits Coordinator, vendors, and consultants and makes recommendations to the Town Manager/Administrator concerning choice of carriers and long-term strategy.

Oversight of the generation and dissemination of department budgets, ensuring that the presentation of budget information is complete, consistent and accurate. Establishes procedures for the completion and submissions of departmental budgets to the Finance Committee for the upcoming fiscal year and provides assistance to both the departments and the Finance Committee. Integrates budget process with the Finance Department. Interfaces with various Boards, Committees, and Department Heads in carrying out responsibilities.

Investigates alternatives or improvements in management of administrative/financial affairs. Works with the Town Manager/Administrator in implementing new systems and management controls within the Town.

Serves as the Procurement Officer, Affirmative Action Officer, ADA Coordinator, and any other designations made by the Town Manager/Administrator.

Develops special management reports and coordinates projects for the Town Manager/Administrator.

In absence of Town Manager/Administrator, attends Board of Selectmen meetings; exercises Town Manager/Administrator responsibilities when representing him outside of the office. May serve as Acting Town Manager/Administrator.

Education and Experience:

Master's degree in Public Administration or related field; five years experience in municipal government; or any equivalent combination of education and experience.

Knowledge, Ability and Skills:

Working knowledge of the principals and practices of municipal finance, budgeting, and personnel administration. Ability to communicate clearly in written and oral form. Ability to establish and maintain harmonious relationships with Town officials and employees. Proficiency with computer operations. Ability to work on highly technical projects which require a substantial degree of professional judgment and conceptual thinking.

Ability to assist Town Manager/Administrator by implementing policy directives without infringing or encroaching upon authority of supervisory personnel in operating departments, and staff offices of the Town. Excellent verbal and written skills, including the ability to represent the Town Manager/Administrator at public meetings. Ability to maintain good employee and public relations. Ability to make appropriate managerial decisions.