

Town Manager/Administrator

General Statement of Duties and Responsibilities:

Under the general direction of the Board of Selectmen, supervises and directs the administration of all departments, commissions, boards and offices, except the Board of Selectmen, the School Committee, Moderator, Town Clerk, Town Treasurer and Collector, Town Accountant, Assessors, Registrar of Voters, Election Officers, Board of Appeals, Finance Committee and the Personnel Board.

Supervision Received

Under the general direction of the Board of Selectmen.

Supervision Exercised

Supervises and coordinates the activities of those units reporting to him.

Duties and Responsibilities:

Organize, reorganize, consolidate, abolish or establish departments, commissions, boards, and offices under his supervision.

Appoint, transfer, promote or remove and compensate employees under his jurisdiction in accordance with the General Laws, the Town Manager Act and the Classification Plan.

Maintain complete records of his office and make reports to the Selectmen when requested.

Advise and recommend to the Selectmen those needs, policies, programs and actions he deems necessary or expedient.

Maintain jurisdiction and responsibility for all Town property but the schools.

Maintain a purchasing function for the procurement of all supplies, materials, and equipment (except education supplies) and books for the libraries.

With the approval of the Selectmen, prosecute, defend and compromise all litigation (except tax assessments and abatements) to which the Town is a party.

Evaluate the effectiveness of units reporting to him and take actions necessary to achieve optimum performance levels.

Within the provisions of the Town Manager Act, make appointments to the: Redevelopment Board, Board of Health, Board of Park Commissioners, Board of Cemetery Commissioners; also appoints the Tree Warden.

Prepare the Annual Budget for the consideration of the Selectmen.

Prepare necessary Articles for Town Meeting.

Assume responsibility for negotiating collective bargaining agreements for labor units under his jurisdiction.

Evaluate the effectiveness of units reporting to him and take actions necessary to achieve optimum performance levels.

Make any investigations deemed necessary and perform other such duties consistent with his office.

Qualifications and Entrance Requirements:

A Masters in Public Administration or its equivalent. Ten years experience in municipal administration with at least five years spent as a Manager/Administrator or similar position. At least five years of administrative and supervisory experience; experience in Municipal Collective Bargaining desirable; demonstrated ability to communicate orally and in writing.