Town of Rutland, Massachusetts  
Job Description

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<th>Town Administrator</th>
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**Statement of Duties:** The Town Administrator is the Chief Administrative and Financial Officer and agent of the Board of Selectmen, responsible for the provision of administrative, technical and supervisory work related to the daily and long-range management, research, development, implementation and enforcement of policies and procedures as approved by the Board of Selectmen and serves as liaison and coordinator between Town officials, employees and citizens. The employee is required to perform all related duties as required by the Board of Selectmen.

**Supervision Required:** Under the policy direction of the Board of Selectmen in conjunction with established policies and operating procedures of the Town and in accordance with applicable state and federal laws and regulations, the employee oversees the operation of the Town of Rutland referring specific problems or issues to the Board of Selectmen where clarification or interpretation of Town policies or operating procedures is required. The employee participates in the development, implementation and administration of Town policies, goals, objectives and compliance with statutory requirements related to the administration and operation of the Town. The employee performs highly responsible work of a complex nature requiring the exercise of independent judgment in providing professional guidance to the Board of Selectmen, other Town Boards/Committees, and Town employees.

**Confidentiality:** In accordance with the State Public Records Law, the employee has regular access to confidential information on a Town-wide basis such as official employee personnel files, negotiating strategies, lawsuits, department records and criminal records.

**Supervisory Responsibility:** On behalf of the Board of Selectmen, the employee is accountable on a Town-wide basis for the direction and success of programs accomplished through others. The employee provides town-wide supervision to over twenty (20) full-time and twenty (20) part-time employees who work at the same location, same work shift; some of whom may be dispersed to other locations throughout the Town. The number of employees supervised is relatively stable throughout the year. Analyzes program objectives, determines work operations, estimates and allocates the financial and staff resources required. Oversees the provision of personnel services to Town employees, including or effectively recommending the hiring, training, and disciplining of employees. On behalf of the Board of Selectmen and other Town elected or appointed Boards the employee coordinates, plans and organizes the overall operation of the Town in conformance with general objectives and directives established by the Board of Selectmen.

**Judgment:** Guidelines only provide limited guidance for performing work assignments. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for
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accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized on behalf of the Board of Selectmen as an authority in interpreting Town-wide guidelines in determining how they should be applied, and in developing operating policies.

**Complexity:** The work consists of managerial functions and processes such as planning, organizing, coordinating, evaluating, and integrating activities and programs for all departments within the Town.

**Work Environment:** The work environment involves everyday discomforts typical of a municipal office, with frequent interruptions; the employee is occasionally exposed to outside elements when conducting inspections in the field, site visits or attending events. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours in order to attend evening meetings, Town events and in response to natural or man-made emergencies as a member of the Town’s emergency response team on a 24/7, 365 days per year basis.

**Nature and Purpose of Relationship:** Duties involve frequent contact with local, state and federal government officials, community leaders and any other individuals to protect and promote the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical and important situations that may influence the well being of the municipality.

**Accountability:** Duties involve primary responsibility for overseeing the operation of all Town departments and personnel and could result in significant monetary loss, legal repercussions, labor/material costs, jeopardize programs and danger to 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 the Town government.

**Occupational Risk:** Essential functions of the job present little potential for personal injury. Risk exposure is similar to that found in a municipal office setting.

**Essential Functions:**
The essential functions or duties listed below are intended only as illustrations of the various type 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.

Responsible for overseeing the daily operation of town operations including financial and personnel functions in compliance with local, state and federal laws and regulations; serves as appointment authority for all town employees under the jurisdiction of the Board of Selectmen.
Provides leadership and direction in the development of short and long-range plans; gathers, interprets and prepares data for studies, reports and recommendations. Provides professional advice to Board of Selectmen, Finance Committee, other Town boards, committees, local officials, and department heads; makes presentations to the Board of Selectmen, Town boards/committees, state agencies, Town meeting and the general public as required.

Serves as the Town's liaison in all legal matters in conjunction with Town Counsel.

Attends all meeting of the Board of Selectmen. Receives and makes appropriate disposition or referral of all Selectmen correspondence and communications. Sets agendas for meetings of the Board of Selectmen, attends meetings and may record meeting minutes.

Researches, analyzes and makes recommendations to the Selectboard on Town operations and procedures.

Advises department heads and town employees on issues pertaining to town functions and policies.

Oversees the annual permit and license procedures for the Board of Selectmen.

Coordinates the preparation and administration of the Town’s operating and capital budgets from developing instructions and setting deadlines, to providing materials and recommendations for approval to the Board of Selectmen, Finance Committee and Town Meeting.

As the Town's Chief Procurement Officer, coordinates the purchasing of supplies and services in accordance with local and state procurement rules and regulations.

Serves as the Town’s Personnel Officer overseeing and participating in all personnel matters including but not limited to advertising, screening, developing job descriptions, recruitment and hiring, administration of benefits, maintenance of employee personnel files and disciplinary matters.

Consults with department heads, board and committee members, and employees of every rank in the Town’s employment on sensitive issues including but not limited to performance problems, health issues, management styles, contract interpretation, leave and attendance, job assignments etc.

Serves as the Board of Selectmen’s liaison and public information officer to employees, Town boards or committees, local state-wide, inter-municipal, regional, state, and federal agencies.

Negotiates with citizens and other outside public and private agencies; assists citizens in their interaction with all Town departments, Board of Selectmen, Town Board/Committees and Town staff in the delivery of Town services and emergency management requirements.
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Responds to oral and written inquires, requests for assistance, and complaints; refers citizens to appropriate departments and staff member(s). Investigates complaints from a variety of sources; develops responses and, when appropriate, directs corrective action.

Participates in the writing of Town meeting warrants and motions in conjunction with Town Counsel. Develops, writes and compiles background materials for the Board of Selectmen, Finance Committee and Town Meeting.

Monitors the work of consultants and contractors doing business for the Town.

Prepares applications for grants, administers grants received, works with appropriate state, federal, and private officials on various Town projects as required.

Maintains professional competence through participation in workshops, seminars and training programs provide by professional organizations.

Conducts independent research and prepares and submits reports to the Board of Selectmen.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's Degree in Political Science, Public Administration or a related field; minimum of five to seven (5-7) years work-related experience with at least three (3) years in a managerial capacity, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** Class D Motor Vehicle Operator’s License; certification by the Commonwealth of Massachusetts as Public Purchasing Officer.

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of municipal government and Massachusetts General Laws, Town Bylaws and regulations applicable to local government; knowledge of municipal financial laws and regulations, labor laws, parking laws/regulations, personnel practices and procedures which affect local government in Massachusetts. Comprehensive knowledge of the various municipal financial requirements of municipal government as well as the State’s Open Meeting Law, Procurement Law and related procedures. Working knowledge of technology such as office software (i.e. word processing and spread sheet applications) and the Internet in support of town operations.

**Abilities:** Ability to direct and evaluate the work of department heads as well as professionals, contractors and other subordinates including office staff. Ability to plan, organize, and direct the Development of projects, the preparation of reports, analyzes problems and formulates recommendations. Ability to establish and maintain harmonious, effective working relationships.

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and deal appropriately with employees, Board of Selectmen/committee members, agencies and officials, media and disgruntled members of the public. Ability to prioritize and manage multiple tasks, and delegate authority in an organized, timely and effective manner.

Skill: Proficient oral and written communication skills and the ability to represent the Town before an array of organizations including providing statements to the media. Strong organizational skills and the ability to manage a large number or projects and tasks. Skill in the utilization of technology as a means of improving the effectiveness the organization and its services. Proficient customer service skills. Skill in remaining non-political, yet understanding local and state government politics. Proficient data processing and spread sheet skills.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position’s essential functions.

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. The employee may be required to lift, push or pull department office equipment and operate an automobile and a range of office machines including a personal computer.

Motor Skills: Duties are largely mental rather than physical; the essential functions of the position require the application of basic motor skills in order to move objects, operating a telephone system, computer and/or most other office equipment, keyboarding and/or word processing.

Visual/Auditory Skills: The employee is required to constantly read documents, personal computer screens and written reports for general understanding and routinely for analytical purposes. The employee must have the auditory ability to listen and comprehend. The employee is not regularly required to determine color differences.

The position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and/or the requirements of the position change.