

**JOB TITLE:** Assistant Town Administrator  
**DEPARTMENT:** Town Administration

**GRADE:** P-34  
**DATE:** December 2011

*The following description is a general summary of responsibilities with some specific duties. It is not a total delineation of all duties nor does it limit the responsibilities to those stipulated. Position functions as a part of overall municipal team to ensure effective and efficient municipal operations.*

**DEFINITION:**

Administrative, planning and research work in connection with the duties and responsibilities of the Town Administrator; responsible for management and administration of town operations, policies, procedures and projects placed in his/her charge by Town Administrator; serves as chief administrative officer in absence of Town Administrator..

**SUPERVISION:**

Works under the administrative direction of the Town Administrator, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; consults with Administrator only where clarification, interpretation, or exception to municipal policy may be required. The employee exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Has full and complete access to all municipal confidential information.

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

Assumes full supervisory responsibilities of the Town Administrator when serving in Acting Compacity.

**DISTINGUISHING CHARACTERISTICS:**

1. Works under direction which, in general, specifies only the objective or objectives to be accomplished, requiring considerable initiative--devising new methods, modifying procedures to meet new conditions and planning and performing unusual or difficult work where general instructions only are available.
2. Exercises independent judgement in oversight and direction of assigned areas.
3. Performs extremely complex work governed generally by broad instructions, objectives and policies, usually involving frequently changing conditions and problems.

4. Work involves frequent public contacts with community members and public officials at all governmental levels, requiring technical knowledge and diplomacy to obtain or to furnish information on matters of policy; to explain a municipal project or program to obtain assistance, support or acceptance; or to provide technical or related assistance.
5. Meets with elected or appointed local officials, various state officials, community and business representatives and the public on all aspects of the Town's activities.
6. Work involves direct supervision over a group of employees, requiring advisory responsibility for instructing subordinates and assuring that they perform as instructed, assigning work and maintaining work flow, but not including responsibility for work methods.
7. Work is performed under good to excellent working conditions during a normal Monday through Friday workweek, but with requirement for attendance at evening meetings and availability in emergency situations.
8. Work is administrative, professional or supervisory, basically office-type, but including some duties which require intermittent standing, driving and walking.
9. Performance of duties may require exposure to all types of weather and environmental conditions and visits to sites of construction or hazardous conditions.
10. Errors of omission or commission could result in costly ramifications and/or lead to inappropriate, illegal or unsafe policy decisions.
11. Work involves use and knoweldge of highly confidential information.
12. Works with the Town Administrator to determine work procedures, prepare work schedules, and expedite workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

## **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustration 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 work is similar, related, or a logical assignment to the position.*

## **EXAMPLES OF WORK: Including but not limited to:**

1. Manage labor relations with Town unions; develop contract proposals and bargaining strategies, conduct contract negotiations, interpret and administer labor contracts including grievance and arbitration proceedings for the Town; implement Federal and State Law changes through inpact bargaining to insure compliance with same; establish and maintain a climate in which management flexibility and labor productivity are maximized and labor costs minimized.
2. Overall supervision of Central Purchasing System for all municipal purchase of supplies, materials, services and equipment; design, implement and oversee purchasing system; ensures compliance by all departments (except Schools) with all applicable statutes, regulations and sound purchasing procedure. Acts as Purchasing Coordinator in the absence of the department head position.
3. Reviews and evaluates Request For Proposals as needed for various Town projects.
4. Manage the town's health, dental, casual liability and workers compensation insurance programs. (including self-funded programs); analyze the nature and degree of liability exposure arising from municipal activities; design and procure appropriate insurance policies; handle claims and administer policies; develop and administer workers' compensation loss control program; minimizes liability exposure and losses to claims at minimal expense to the Town; oversee and coordinate employee benefits including health, dental, life and other benefits in a cost effective manner; serves on Board of Directors of health insurance collaborative and serves as privacy officers for HIPAA compliance.
5. Annually formulate the Capital Budget. Acts as administration liaison to capital budget committee; work with department heads, boards and committees to identify and justify capital

needs, cost estimates and methods of financing, and formulate projection of Town finances for the ensuing fiscal year and years; ensures that the long-range capital requirements of the Town are identified and met in a timely fashion and to satisfy Section 6-5 of the Walpole Home Rule Charter.

6. Oversees a variety of projects that have been approved via the Capital Budget process.
7. Functions as Town Administration's liaison to the Personnel Board; attend meetings of the board and provide input on matters of personnel policy and administration; ensures that the personnel function meets the needs of the operational departments as they are perceived by Town Administration.
8. Coordinates the completion of approved grants with various Department Heads to ensure that all grant requirements are met; ensures that overall budgets for grants are not exceeded.
9. Explores and makes applications to various potential State and Federal grant programs; administer successful applications; maximizes the use of State and Federal grant moneys in the financing of local projects.
10. Assists the Town Administrator in the fulfillment of the responsibilities of the office; assists in the preparation and administration of the operating budget, may perform in the absence of the Town Administrator as Acting Town Administrator; offers advice and counsel on various issues; ensures the sound and prudent management of Town affairs.
11. Personnel functions includes the administration of Personnel By-Laws as well as compliance with Federal Fair Labor Standards Act and State Labor requirements; assist or lead in the recruitment of personnel for various vacant positions. Ability to conduct successful interview process is a must; insure the retention of employees through performance appraisal system developments and enhancements; may be required to assist in disciplinary actions of employees. Regularly reviews the performance evaluation forms and updates them when necessary
12. Periodically reviews all Town fees to ensure that Walpole's fee schedule is in line with other comparable Towns.
13. Coordinates training for various Town departments, including but not limited to Emergency Management Training and Driver Safety Training.
14. As per the Massachusetts Fire Safety Act serves as Municipal Hearing Officer for the Town.
15. Works with Building Maintenance Superintendent to purchase and track the Town's fuel oil. Ensures that the Town is receiving the best prices to heat the Town's buildings.
16. Develops the Annual Town Report and ensures that it is complete in time to be distributed for the Annual Spring Town Meeting.

#### **DESIRABLE QUALIFICATIONS:**

**Training and Experience:** Bachelor's Degree in public administration, government or political science; prefers a Master's Degree in Public Administration; three to five (3-5) years of increasingly responsible administrative experience in municipal government; or any equivalent combination of education and experience.

**Knowledge, Abilities and Skills:** Must have knowledge of Uniform Procurement Act (MGL Chapter 30B) and MGL Chapters 7, 30 s39M and 149. General knowledge of local government with emphasis on purchasing, risk management, personnel administration and finance, grants and project administration Ability to assist Town Administrator by implementing policy directives without infringing or encroaching upon the authority of supervisory personnel in operating departments and staff offices of the Town. Ability to maintain good employee and public relations.

#### **SPECIAL REQUIREMENTS:**

Must obtain certification as Massachusetts Procurement Official within two years of employment.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS:**

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or Town wide projects. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. From time to time the employee may be required to work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions.

The noise level in the work environment is usually moderately quiet.

- Revised: August 1997
- Revised: November 2003
- Revised: September 2006
- Revised: December 2011