

## **TOWN ADMINISTRATOR | JOB DESCRIPTION<sup>1</sup>     NAHANT, MASSACHUSETTS**

### **Position Purpose:**

The purpose of this position is to perform highly professional and technical work overseeing the management of all town services and staff, in accordance with all applicable local, state and federal laws and best municipal practices, in order to provide residents with high quality municipal services. This position reports to and works closely with the Board of Selectmen (“Board”) to achieve optimum service delivery results; perform all other related work as required.

### **Essential Functions:**

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

- Serve as Chief Administrative and Finance Officer for the Board; prepare the Board’s agenda and attend all meetings of the Board and other boards and committees as necessary, and act on behalf of the Board in implementing all established Board policies. Brings attention of the Board all information relevant to the performance of its duties.
- Coordinate Town operational policies, rules, regulation, and procedures in coordination with the Board.
- In conjunction with the Board, establishes Town objectives, policies and services. Recommend for hire key executives, direct the leadership team, establish performance goals and targets, assess performance and institute corrective action as necessary to improve Town efficiency, effectiveness and customer service.
- Represent the Board on a daily basis; execute the policies of the Board in areas of municipal management, administration, coordination and supervision. Exercise administrative authority over town department, commissions, board, committees and officers under the jurisdiction of the Board.
- Keep the Board fully advised regarding all department operations, the availability of federal funds, grants, fiscal affairs, problems, administrative actions and long-range needs of the town.
- Investigate and make recommendations on questions coming before the Board for a decision; initiates special studies with the approval or at the direction of the Board.
- Supervise department heads and senior professionals and provide guidance to other municipal boards, committees and commissions; provide assistance in program planning, grant management, personnel management, and budget development; makes recommendation to the Board in conjunction with department heads regarding departmental operations.
- Responsible for preparation and presentation of the Town’s annual operating budget and capital budget to the Board and Finance and Advisory Committee. Responsible for the development and revision of the capital improvement program; responsible for the preparation of the annual and Special Town Meeting warrants; responsible for the annual town report. Monitor the financial condition of the Town. Supervise the maintenance of financial records. Signs warrant for payment of the Town’s obligations.

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<sup>1</sup> To the extent this job description conflicts with Nahant’s Town Administrator Act of 1992 (“TAA”), the terms of the TAA shall govern. The TAA can be viewed at [www.Nahant.org](http://www.Nahant.org).

- Supervise, direct and coordinate municipal services under the jurisdiction of the Board; coordinate and cooperate with Town bodies such as the Planning Board, Appeals Board, Conservation Commission, Board of Health, Library Trustees, Board of Assessors and other boards, commissions and committees.
- Manage the Town's personnel system. Manage the functions of staffing, performance management, training and development, compensation, labor and employee relations, benefits, and occupational safety. Enforce personnel policies and by-laws.
- Initiate the filling of vacancies in municipal positions, including all department heads, all officers and all subordinates and employees, and members of committees, commissions and boards. Recommend hiring and firing, with the Board's approval, all department heads, all officers and all subordinates and employees.
- Act as Principal Collective Bargaining Agent. Coordinate all labor negotiations and grievance procedures as directed by the Board; evaluate and render decisions and/or advise the Board on employee grievances as required by respective collective bargaining agreements.
- Serve as the Town's Americans with Disabilities Act Director and Affirmative Action Officer; administers the Town's Affirmative Action Program.
- Oversees the maintenance of the Town's physical facilities and capital assets.
- Possibly serve as Chief Procurement Officer; supervise the Town's purchasing practices. Execute contracts on behalf of the Town to authorized limits. Coordinate purchasing of supplies, materials, and equipment for department under the jurisdiction of the Board. Review purchases by other boards and committees and ensure the process conforms to state and local laws and regulations. Responsible for ensuring a complete inventory of Town property. Manage the Town's insurance programs and serves as the primary contact with insurance providers.
- Coordinate the Town's response to local emergency situation (including issuing so-called "Code Red Calls").
- Conduct regular staff meeting with department heads; review programs goals and objectives with department head; evaluate performance and effective utilization of staffing, finances and assets.
- Coordinate litigation and legal opinions between the Board, Town Counsel, special counsel and various boards, departments, committees and commissions.
- Serve as the Town's interface between town boards, committees and Town Counsel; authorize and monitor the use of Town and Special Counsel as well as all outside consulting services.
- Research and analyze current practices and trends in local government administration; prepare management reports, policy statements and other materials for consideration by the Board and other boards and commissions.
- Serve as principal spokesperson for municipal services with the media; prepare news releases.
- Respond to inquiries, complaints and problems, and provide assistance to the department heads, town staff, local and state officials, and business and community leaders, citizens, the news media and the general public. Resolve the more difficult customer service issues.
- Mediate grievances and complaints from Town employees; represent the Town in grievances and lawsuits.

- Attend county, regional, state and federal meetings as the representative of the Board and professional seminars and conferences and networking events with other Town Administrators/Managers.
- Establish and maintain relationships with local community organizations, groups and residents.
- Review budget reports, financial statements, request for proposals and other documents; make recommendations and forward documents for further action as required.
- Coordinate events requests for the appropriate Town body's approval.
- Over the management of the Town's website.
- Perform similar or related work as required, directed or as the situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education and Experience:**

Bachelor's degree and at least five (5) years of professional experience in public administration and/or business in performing the duties set forth in the Town Administrator Act of 1992. Master's degree in public administration, business management or closely related field; five (5) to seven (7) years of experience as a municipal administrator and experience with Town Meeting process preferred.

#### **Special Requirements:**

Valid Massachusetts driver's license

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of the principles and practices of public finance, budget management, personnel management, collective bargaining, and intergovernmental relations. Comprehensive knowledge of the functions of municipal government. General understanding of the interaction between local government, state government and federal government. General knowledge of Massachusetts General Laws as they apply to municipal government. Working knowledge of public administration practices and general office procedures. Sufficient knowledge of emerging technologies and to recognize the value to the Town.

*Ability:* Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with the town employees, board/committee member, officials and the general public. Ability to conceptualize and put into operation department and town-wide goals and objectives. Ability to plan, organize, evaluate and control the administration of town programs. Ability to prioritize multiple tasks, act decisively in emergency situations under considerable time pressure.

*Skill:* Excellent fiscal and supervisory skills. Skills as a strategic thinker, experience in bringing divergent perspectives to agreement around key public policies and programs. Professional skills related to customer service. Skill in mediation, conflict resolution and leadership. Strong financial and budgetary and analytical skills. Advanced in utilizing a personal computer for word processing and spreadsheets. Computer proficiency and experience using AI.

### **Physical Requirements:**

*The physical demands describe 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.*

Lifts/moves objects weighing up to 25 pounds, files and types on a keyboard at a moderate speed. Operates automobile to perform in-town and out-of-town travel to transact town business; travel to night meetings are common place in order to confer with the Board and other town bodies.

### **Supervision:**

*Supervision Scope:* Performs highly responsible work of a complex nature, requiring the exercise of considerable independent judgement. Provides professional advice to a variety of officials, departments, board and committees concerning the development, implementation and administration of the policies, goals, regulations and statutory requirements related to the administration and operation of the Town. Analyzes difficult administrative problems and recommends solutions, managing diverse projects, recommending long and short-range goals, motivating and coaching managers and coordinating the activities of many independent boards, commissions and departments.

*Supervision Received:* Works under the policy direction of the Board with considerable latitude for independent judgment and action. Assumes responsibility for developing and achieving the department's goals and objectives. Works under the jurisdiction of federal, state and local laws and procedures. Works under the orders and directives received from Town Meeting and in accordance with the Town's Charter.

*Supervision Given:* Supervises directly and through subordinate managers all town employees. Manage operating and capital budgets. Provides professional guidance to boards and committees.

### **Job Environment:**

- Work is performed under typical office conditions; required to work outside of the normal business hours and attend frequent evening meetings (in either a virtual or in-person format). Also, may be contacted at home at any time to respond to important situations and emergencies.
- Operates a computer, telephone, copier, and other standard office equipment
- Makes frequent contact with other town departments, vendors, state and federal government agencies. Contacts involve furnishing routing information as well as discussing complex financial issues.
- Has access to town-wide confidential information such as personnel records, payroll records and retirement records.
- Errors could result in significant confusion and delay, loss of division services, and have town-wide financial repercussions; errors could cause exposure for the Town to certain legal liabilities.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

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