

**SELECTBOARD  
ASSISTANT TOWN ADMINISTRATOR**

**DEFINITION**

Under the general direction of the Town Administrator, the Assistant Town Administrator provides professional management for the Town, including the planning, management, and administration of programs and initiatives. Core activities will regularly include the development of strategic plans, grant-making, grant and contract management, procurement, hiring and management of vendors and contractors, and administrative process management; as well as inter-departmental coordination and management of assigned special projects and departments.

**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.*

- Manages the community and economic development efforts of the Town, including overseeing development of plans and studies; conceptualizing land-use strategy; organizing community and business development efforts; managing contracted resources; coordinating the Town's marketing and promotion efforts; and administering the Town's Economic Development Incentive Program (EDIP), including the preparation of Tax Increment Financing (TIF) agreements and coordinating the Town's related advisory committee.
  
- Develops short- and long-range capital improvement plan focused on municipal facilities and infrastructure. Manages the development of Town-wide asset inventories and assesses and prioritizes among competing demands for maintenance and improvement. Develops Six-Year and extended capital plans in close coordination with departments and the Capital Improvements Committee. Works with the Town Administrator, Selectboard and Finance Committee to build a sustainable financial strategy to support implementation of the capital plan.
  
- Identifies and supports development of grant applications related to community and economic development, facilities, and infrastructure improvements. Assists with related contracting and oversees related grants management to ensure project managers maintain compliance with applicable grant requirements.
  
- Manages/oversees procurement relative to design and construction projects, in coordination with responsible department heads and in consultation with the Chief Procurement Officer.

- Provides oversight and support to the Building Inspector, the Town Planner/Conservation Agent, and/or to other departments as assigned. Provides strategic support to DPW, CWF, or other departments to support modernization of municipal infrastructure.
- Serves as the Town's representative to local and regional organizations and initiatives, as delegated by the Town Administrator.
- Performs other related job duties as required.

### **SUPERVISION RECEIVED**

Under administrative direction, the Assistant Town Administrator works from policies, goals, and objectives; establishes short-range plans and objectives and departmental performance standards and assumes direct accountability for department results; consults with the Town Administrator only where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The Assistant Town Administrator exercises control in the development of departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary to resolve conflict that cannot be addressed at the department level.

### **SUPERVISION EXERCISED**

The Assistant Town Administrator is accountable for the direction and success of programs accomplished through others. The Assistant Town Administrator is responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective, and recommending new goals. The Assistant Town Administrator typically formulates or recommends program goals and develops plans for achieving short and long-range objectives and determines organizational structure, operating guidelines, and work operations.

### **JUDGMENT AND COMPLEXITY**

Guidelines only provide limited guidance for performing the work, which may be in the form of administrative or organizational policies, general principles, regulations, 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 accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the authority in interpreting the guidelines and in determining how they should be applied.

### **NATURE AND PURPOSE OF CONTACTS**

Relationships are constant with co-workers, the public, and with groups and/or individuals who

have conflicting opinions or objectives, diverse points of view, or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance, or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

## **CONFIDENTIALITY**

The employee has access to confidential information, including official personnel files, lawsuits, criminal records/investigations, client records, and department records, as well as medical and psychological records.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in Government, Political Science, Communication, Planning, Public Administration or Public Policy, or a related field and a minimum of five to seven (5-7) years of experience working in a closely related municipal role; or an equivalent combination of education and experience. Driver's License required.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Comprehensive knowledge of the functions of municipal government and the local legislative process. Thorough knowledge of relevant federal and Massachusetts General Laws related to essential functions. Knowledge of federal and state agency operations, town bylaws, and state and federal laws. Expert knowledge of the principles of public management, community and economic development, consensus building, state and federal grantmaking, and project management. In-depth knowledge of municipal operations and budgets. Thorough knowledge of Massachusetts public procurement, public records, open meeting, and ethics laws.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively and diplomatically both orally and in writing. Ability to maintain good public relations and to maintain effective collaborative working relationships with Town departments, department heads, fellow employees, officials, state and federal entities, boards and committees, and the general public, and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Strong skills in the areas of community engagement and facilitation, public speaking, and presentation; organization and synthesis of data for application in a municipal environment; development and execution of complex plans in response to community needs, grant writing and grant management; and project management in a municipal context

## **WORK ENVIRONMENT**

The work is performed in an office setting and at off-site locations.

### **PHYSICAL, MOTOR, AND VISUAL SKILLS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

#### **Motor Skills**

Duties require motor skills for activities such as moving objects and using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

#### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes. Frequent computer use.