

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Town Administrator	<b>DATE:</b>	February 2013
<b>DEPARTMENT:</b>	Town Administration	<b>GRADE:</b>	
<b>REPORTS TO:</b>	Chair, Board of Selectmen	<b>FLSA:</b>	Exempt

**Statement of Duties**

Position provides professional management, administrative, and supervisory functions for the Town of Montague. Responsibilities include coordinating the activities of the Board of Selectmen and town departments, acting as Personnel Director, developing long and short range plans, developing and administering budgets, overseeing economic development plans, providing staff assistance to the Board of Selectmen, and performing a variety of complex administrative and managerial functions to operations to ensure compliance with permit regulations; supervising, training and assigning staff; preparing and administering department budget; developing and implementing policies and procedures; allocating funds, staff and equipment to provide for efficient operations; and performing a variety of supervisory and management functions for the town.

**Supervisory Responsibilities**

Employee is responsible for the direct supervision of Department Heads, and for the indirect supervision of over 60 town employees. Employee is responsible for establishing work procedures and performance standards, providing performance feedback, hiring and orienting new employees, scheduling work hours and granting time off, providing training and development, assigning and reviewing work and conducting formal performance reviews and implementing employee discipline. The employee in the position establishes human resources policies and practices with Board of Selectmen approval, and coordinates personnel functions.

Employee has access to town-wide confidential information including personnel files, collective bargaining negotiations, criminal investigations, and lawsuits.

**Supervision/Guidance Received**

Employee works under the policy direction of the Board of Selectmen. Employee performs managerial, supervisory, and administrative functions at the town-wide level in conformance with general directives and objectives set forth by the Board of Selectmen. Employee establishes long and short-range plans and objectives, performance standards and assumes direct accountability for town-wide results. Employee seeks advice and counsel of the Board of Selectmen on matters that the employee does not have the authority to resolve. Employee develops town-wide policies, goals, objectives, and budgets, consistent with statutory requirements, state and federal regulations, professional standards and town by-laws. Employee is expected to resolve conflicts and coordinate with others as necessary.

Town Administrator  
Town Administration  
February 2013

# **TOWN OF MONTAGUE JOB DESCRIPTION**

## **Job Environment**

Work is performed according to administrative or organizational policies, general principals, legislation, or directives as they pertain to municipal operations. 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 Town Administrator is recognized as the town's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies. Employee is responsible for directing the overall activity of the municipality by accepting responsibility while exercising authority for planning, operating, and oversight. Work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, and integrating activities and programs for more than one major department within the municipality.

Errors can result in delay or loss of service, legal repercussions and monetary loss.

The position has constant contact to respond to inquiries, requests, or complaints regarding municipal operations. The position has daily contact with the Board of Selectmen, Department Heads, local, state, or federal agencies, the business community, the media, vendors, consultants, legislators, town committees, and various groups and organizations. Contacts usually occur in person, on the phone, and in writing to give or receive information, coordinate and administer work, resolve problems or respond to inquiries.

The employee is the key liaison to the Board of Selectmen, and in this capacity assists in establishing meeting agendas, long- and short-term goals/plans, recommends programs, services, and changes in practices, and processes with the Board of Selectmen their decisions. As the Chief Administrative Officer of the Town, also coordinates the flow of information from other Boards and Committees including working closely with the Finance Committee and Capital Improvements Committee through the annual budgeting process, as well as the Planning Board and economic commissions.

## **Position 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 the work is similar, related, or a logical assignment to, or extension of, the position.*

1. Serves as Personnel Director for the Town, including the management of all Town staff under the jurisdiction of the Board of Selectmen; advises the Board on all matters involving recruitment, selection, promotion, discipline and removal of personnel; conducts personnel evaluations and maintains all personnel records.
  
2. Coordinates the activities of the Board of Selectmen with those of town departments, boards and commissions, elective and appointive; directs long term planning efforts of

Town Administrator  
Town Administration  
February 2013

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

the town including the assessment of needs, setting of goals and objectives and development of programs and services.

3. Directs the economic development efforts of the Town including overseeing plans and studies, writing and administering state and federal grants; organizing community and business development efforts, and working with private consultants; coordinating the town's industrial marketing and promotion efforts, administering the town's Economic Development Incentive Program (EDIP, including the preparation and negotiation of Tax Increment Financing (TIF) agreements and coordinating the town's financial advisory committee.
4. Provides staff assistance to the Board of Selectmen including keeping the Board fully advised regarding all departmental operations, availability of federal funds, grants, fiscal affairs, administrative actions and long range needs of the town; coordinates departmental operation policies, rules, regulations and procedures, and submits them to Board for approval.
5. Engages in long range financial planning, budget management and capital planning; assists Finance Committee and Capital Improvement Committee in the preparation of the town's operating and capital budgets, including attendance at most meetings and performance of studies and analyses.
6. Prepares warrants for annual and special town meetings; conducts pre-town meeting before the Annual Town Meeting and coordinates educational effort through the preparation of explanatory materials and verbal presentations.
7. Participates in collective bargaining negotiations and administration of union contracts.
8. Coordinates litigation and legal opinions between the Board of Selectmen, various boards and commissions and Town Counsel and the town's labor attorney.
9. Serves as the town's ADA Coordinator and Chief Procurement Officer.
10. Serves as the town's representative to the Greenfield-Montague Transit Authority and the Board of Selectmen's representative to the Montague Retirement Board.
11. Communicates the town's official positions, plans, policies and procedures to staff and the general public; serves as liaison with state and federal agencies, business and non-profit groups, the media and the general public.

# **TOWN OF MONTAGUE JOB DESCRIPTION**

## **Recommended Minimal Qualifications**

### **Education and Experience**

A candidate for this position should have a Bachelor's Degree in Public Administration or a related field, (Master's Degree in Public Administration preferred), and five (5) to seven (7) years of experience in municipal management including personnel, budget and finance, economic development, planning, communications, and public relations; or an equivalent combination of education and experience.

### **Additional Requirements**

A candidate for this position must also have a valid Massachusetts driver's license.

### **Knowledge, Skills and Abilities**

A candidate for this position should have:

- Thorough knowledge of principles and practices of municipal government, personnel management, administration, and finance
- Thorough knowledge of statutes applicable to the jurisdiction and responsibilities of municipal government

Skill in:

- Public relations, presentation, public speaking and communication
- Organization, finance, grant writing and negotiation

And ability to:

- Supervise subordinates in a positive and effective manner and to delegate authority effectively
- Establish and maintain harmonious and productive working relationships with town officials, law enforcement officials, state and federal agencies, legislators and the general public
- Negotiate and build consensus
- Effectively and diplomatically, communicate both verbally and in writing.

### **Tools and Equipment Used**

The employee operates standard office equipment e.g., personal computer, telephone, copier, facsimile.

Town Administrator  
Town Administration  
February 2013

**TOWN OF MONTAGUE  
JOB DESCRIPTION**

**Physical Requirements**

*The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Minimal physical effort is required to perform administrative duties. The employee is regularly required to sit, listen and/or speak, use hands, walk and stand. Moderate effort is required when conducting site inspections in the field. The employee is routinely required to climb, balance, lift up to 10 pounds, and operate a motor vehicle during work hours.

Vision requirements include the ability to read routine documents for analysis and general understanding, and use a computer.

**Work Environment**

*The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.*

Administrative work is performed under typical office conditions. The nature of work is subject to fluctuations throughout the year. Increases in workload can usually be planned for in advance. If a problem arises, employee is expected to re-prioritize tasks as needed to resolve it. Employee is required to work outside of normal business hours and/or at night on a daily basis and/or at night at least one day or several days per week. Employee may be contacted at home at any time to respond to emergencies.

*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.*

Approved:

\_\_\_\_\_  
Board Chair

Date \_\_\_\_\_

Town Administrator  
Town Administration  
February 2013