

TOWN OF TOPSFIELD
TOWN ADMINISTRATOR
JOB DESCRIPTION

Position Purpose:

Performs professional management work overseeing activities of town departments under the jurisdiction of the Board of Selectmen and in accordance with federal, state, local laws and regulations and in accordance with Chapter II, Article X, Section 67-1 of the Topsfield Town Code. Is responsible to the Board of Selectmen for the administration of all town affairs placed under his/her authority; provides administrative leadership for the Town in areas of policy formulation, fiscal affairs, economic development, labor relations, and organizational development. Performs all other related work as required.

Supervision:

Supervision Scope: Performs highly responsible work of a complex nature, requiring the exercise of considerable independent judgment. Provides professional advice to a variety of officials, departments, boards 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 department managers, and coordinating the activities of many independent boards, commissions, and departments.

Supervision Received: Works under the policy direction of the Board of Selectmen with considerable latitude for independent judgment and action. Responsible for working with the Board of Selectmen for developing and achieving the Board's goals and objectives and meeting the requirements of the position. Questions are referred to the Board when clarification of town policy is needed. Works under the jurisdiction of federal, state and local laws and procedures.

Supervision Given: Supervises and directs the administration of all functions under the Board's control as outlined in the Town Code

Job Environment:

Work is generally performed under typical office conditions. Required to work outside of normal business hours and attend frequent evening meetings. Also, may be contacted at home at any time to respond to important situations and emergencies. Incumbent is required to attend numerous meetings with various town boards and committees and may be asked to attend social and civic events to represent the Town.

Operates an automobile, computer, telephone, and standard office machines.

Makes frequent and direct contact with local, county, state, regional and federal agencies and officials, the media, community leaders, town employees and department heads, local civic and

special interest groups, and the general public. Contacts are in person, by telephone, in writing and via email and text.

Has access to an extensive amount of highly confidential information relating to the Town of Topsfield, the disclosure of which may cause serious repercussions. Confidential information may include, but is not limited to, police investigations, labor negotiations, personnel records, contract development, and information about citizens.

Errors in judgment could have continuing adverse effect on the Town's ability to deliver services, result in loss of municipal revenues, have far-reaching legal and financial ramifications, and cause significant adverse public relations.

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.)

Serves as Chief Administrative Officer, directly responsible to the Board of Selectmen for the administration of all town affairs placed in his/her charge by the Town Code. This includes both daily and long-range management, planning, research, development, implementation and enforcement of policies approved by the Board of Selectmen as well as the monitoring of all major town department activities in order to keep the Board informed of status of municipal operations.

Works under the general supervision of the Board of Selectmen; supervises, directs and is responsible for the efficient administration of all departments and employees under the jurisdiction of the Board of Selectmen. Develops and maintains internal operating procedures.

Provides preparation of annual and special Town Meeting Warrants and reviews all payroll and vendor warrants.

Serves as the Chief Procurement Officer pursuant to MGL 30B; authorizes all expenditures and oversees and approves all purchases of goods and services whether procured under the provisions of CH 30B or not. Is authorized to sign contracts/agreements up to \$25,000. Executes contracts in excess of \$25,000 approved by vote of the Board of Selectmen. Disposes of surplus property in accordance with Chapter 30B and adopted bylaws, statutes, policies and procedures

Serves as the Personnel Director of the Town and administers the Town's Personnel By-law, including maintenance of centralized personnel records, preparation of annual evaluation of Town employees and recommendation of compensation.

Negotiates all collective bargaining agreements for the Town; organizes staffing in town Hall to maximize efficiency and eliminate duplication of services.

Responsible for the Town's compliance with federal and state employment laws and regulations; coordinates the hiring, discipline and termination process for all town employees to ensure a fair process and compliance with state and federal laws and regulations; creates and maintains accurate job descriptions for all Town positions, and recommends appropriate classification and salary plans for all Town positions.

Manages the town's Workers' Compensation and Injured on Duty Programs, working closely with departmental managers in compliance with relative MGL.

Authorizes changes to all employees' pay and benefits and approves the addition of new employees on the payroll.

Appoints, based upon merit and fitness, all department heads and officers, subordinates and employees under the jurisdiction of the Board of Selectmen. Appointment of the Chief of Police and the Fire Chief shall be subject to confirmation by the Board of Selectmen.

Hears grievances, and conducts disciplinary and termination procedures in accordance with collective bargaining contracts, personnel policies, and federal and state laws for all department heads and officers, subordinates and employees under the jurisdiction of the Board of Selectmen.

Serves as the Chief Financial Officer for the Town as well as the Budget Director and is responsible for coordination and submittal of all departmental budgets to the Board of Selectmen for review and coordinates with the Town's Finance Committee.

Makes recommendations on all Town department budgets.

Periodically reviews all department expenditures against appropriations.

Investigates alternative revenue sources, including but not limited to federal and state grants.

Responsible for the preparation and maintenance of the Town's Capital Improvement Plan. Prepares recommendation for annual capital requests, prepares five-year capital plan for purchase and maintenance of capital assets and prepares and updates five-year budget forecast.

Coordinates the Town's insurance program.

Serves as Chairman of the Town's Emergency Management Committee.

Under direction of the Board of Selectmen, coordinates with Town Counsel on legal matters affecting the Town.

Oversees the maintenance of all properties under the authority of the Board of Selectmen and coordinates with other Town departments appropriate actions concerning the same.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in public administration, business management or closely related field; Master's Degree in public administration preferred; five years of experience as a municipal administrator or a related field; municipal management strongly preferred; experience with town meeting process; or any equivalent combination of education, training and experience.

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. Knowledge of emerging technologies and to recognize their potential 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 all town employees, board/committee members, 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.

Skill: Excellent fiscal and supervisory skills. Skill as a strategic thinker experienced in bringing divergent perspectives to agreement around key public policies and programs. Professional skills related to customer services. Proficiency in various computer software applications and hardware.

Physical 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 essential functions.

Lifts/moves objects weighing up to 10 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 of Selectmen and other town bodies. Regularly conveys information to the public.

(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 by the Topsfield Board of Selectmen

Date: October 7, 2019