



Town of Shutesbury

Job Title: Town Administrator
Department: Administration
Reports To: Selectboard
Exempt/Nonexempt: Exempt
Grade Classification: 10 (Ten)
Hours: 40 hours/week
Hiring/Appointing Authority: Selectboard
Job Description Approved: April 1999
Revised: July 2001 December 2002 July 2005
 May 2007 February 2009 March 2009
 March 2018 December 2024

Position Summary

The Town Administrator performs administrative, professional, and supervisory work in managing and directing town activities, departments, and projects on behalf of the Selectboard.

I. Essential Duties and Responsibilities:

Town Operations. Responsible for the daily operation of the Selectboard Office and daily oversight of Town Offices. Attends various evening and weekly meetings as needed and/or required. Researches, implements, and makes recommendations to the Selectboard on Town operations and policies. Recommends and takes initiative to improve Town operations.

Supervision. Works under the policy direction of the Selectboard in accordance with Town Bylaws, policies and procedures, state, and federal statutes. Functions with considerable independence and is directly accountable for actions.

Performs highly responsible work of a complex nature requiring the exercise of considerable independent judgement and initiative in providing professional guidance to the Selectboard, department heads, town departments, boards and committees, concerning the development, implementation and administration of policies, goals, regulations, and statutory requirements related to the administration and operation of the Town. Position involves analyzing problems, providing information, and recommending alternatives.

The Town Administrator has supervisory responsibility for all departments reporting to the Selectboard, unless excluded by statute, and any support staff. Responsible for coordinating the work and administrative activities of those employees not reporting directly to the Selectboard. Evaluates department heads, recommends disciplinary actions to Selectboard. Recruits, screens, and recommends personnel to the Selectboard for appointment.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the diverse 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.

- Oversees and responsible for the planning, administration, personnel management,

procurement of services/equipment, and coordination of the daily operation of the Town as delegated by the Selectboard and the requirements of existing policies, procedures and bylaws, state statutes and federal laws.

- Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations. Provides professional advice to Selectboard and department heads, makes presentations to boards, town meeting and the general public.
- Acts as Chief Administrative Officer for the Selectboard and attends all meetings of the Selectboard. Receives and makes appropriate disposition or referral of all Board correspondence and communications. Anticipates needs of the Selectboard for information and background material. Ensures that the Selectboard makes and executes all decisions in a timely manner. Keeps the Board fully advised regarding departmental operations and the Town's financial health.
- Works with the Finance Committee to establish and oversee budget process from developing instructions and setting deadlines, to providing materials and recommendations for appropriations and capital planning reviews. Makes recommendations concerning financial policies and practices.
- Manages all direct reports including Tax Collector, Treasurer, Accountant, Administrative Secretary, Custodian, directly oversees all department heads unless excluded by statute, and manages volunteers under general supervision of the Selectboard.
- Provides supervision, direction and guidance to staff and reporting department heads and works with them on the including regular communication and development of goals/objectives for all town staff and reporting department heads. Assists all departments in any administrative or operational areas to ensure regulatory, statutory, or procedural compliance.
- Conducts all collective bargaining and negotiation of employment contracts with Labor Counsel and selected representatives. Develops and recommends bargaining concepts and strategies for Selectboard's approval. Attends all bargaining sessions and/or grievance hearings. Advises officials on the impact of contract terms on the personnel system, wage administration.
- Consults with department heads and employees of every rank on sensitive issues involving performance problems, health issues, management styles, contract interpretation, leave and attendance, job assignments.
- Serves as the Selectboard's liaison and representative to town counsel, town boards, committees, local state, and federal agencies. Negotiates with citizens and other outside public and private agencies; assists citizens in their interaction with all town departments, boards, and committees in the delivery of town services.
- Reviews and finalizes all town meeting warrants and motions and attends all town meetings.
- Prepares applications for grants, administers grants received, and works with appropriate state and private officials on projects.

- Oversees all town building maintenance, construction, and repairs unless this work is expressly assigned to town custodian or town building committee. Coordinates all non-emergency municipal building inspections and planned repairs with the Buildings Committee. The Town Administrator shares all municipal building records with the Buildings Committee.
- Responsible for conducting annual performance reviews of all direct reports under the Town Administrator's supervision. The Town Administrator may request advisory participation of members of the Selectboard, Personnel Board, and Finance Committee in conducting annual reviews.
- Serves as Procurement Officer for all town departments with the exception of Shutesbury Elementary School. Works in collaboration with department heads/town boards to develop specifications, provide bidding documents, and advertising. Coordinates bidding procedures, records award, writes contracts and provides oversight/monitoring of contracts. All contracts are reviewed by Town Counsel. Monitors prevailing wage and compliance with Chapter 30 Section 39M, Chapter 30B, and Chapter 149.
- Serves as Human Resources Manager for the town. Processes all Family Medical Leave Act (FMLA) paperwork. Monitors the paid time off (PTO) balances for employees. Serves as liaison with the Personnel Board.
- Serves as American with Disabilities Act (ADA) coordinator and Affirmative Action (AA) Officer for the town. Ensures that the ADA Plan is updated and implemented. Ensures that all legal requirements of Massachusetts Commission Against Discrimination (MCAD) are met and that the town is in compliance with state-mandated statutes; submits required reports.
- Provides technical and administrative support for volunteer boards and commissions. Researches legal questions and grant availability. Provides coordination of efforts between boards and town administration.

II. Recommended Minimum Qualifications:

Education and Experience

Bachelor's degree preferred; Master's degree in Public Administration advantageous.

Minimum of five years of increasingly responsible experience in an administrative and/or management position with some supervisory experience, preferably in a municipal setting.

- Prefer working knowledge of the policies, principles, and procedures of municipal government and public administration.
- Prefer working knowledge of applicable state and federal laws and regulations, town by-laws and federal and state grant programs.
- Strong communication skills and the ability to represent the Town before a range of organizations. Excellent writing skills required to prepare reports and position papers.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people including, but not limited to, municipal personnel, town officials, employees and citizens.
- Ability to establish and maintain harmonious and effective working relationships.

- Ability to plan, organize and direct the development of projects, the preparation of reports, analysis of problems, and formulation of recommendations.
- Ability to maintain a high level of confidentiality.
- Ability to prioritize and manage multiple tasks and delegate authority in a prompt and effective manner.
- Ability to work independently as well as accept direction from the Selectboard.
- Proficiency in various computer software and hardware applications including spreadsheet and database programs

III Physical Demands:

The physical demands described here are representative of 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. The employee must occasionally lift and/or move up to twenty pounds. While performing the duties of this job, the employee is regularly required to sit and move about; use hands to finger, handle or feel objects, tools, or controls; reach with hands or arms and talk and hear. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. Equipment operated includes automobile, office machines, mobile phone, and computer.

IV Work Environment:

The work environment characteristics described here are representative of 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. The noise level in the work environment is usually moderate.

V Affirmative Action:

The Town of Shutesbury is an Equal Employment Opportunity\Affirmative Action Employer.

Voted by Select Board 12/10/2024