# Town of West Tisbury, MA

**POSITION: Town Administrator** **DEPARTMENT: Administration**

**Position Purpose:**
The Town Administrator will serve as the Chief Administrative Officer of the Town. The purpose of this position is to perform professional, administrative, and supervisory work in the management of overall town services with specific responsibility for departments as delegated by the Select Board. The Town Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Oversees use and space allocation within Town Hall.

The Town Administrator provides operational direction and oversight of Town Hall staff. Operational direction includes establishing administrative priorities, coordinating departmental activities, communicating expectations, and directing work in furtherance of Town policies and objectives. Operational supervision includes coordinating work assignments, monitoring work performance and compliance with established procedures, providing guidance and feedback, and ensuring that operational issues are addressed in a timely and effective manner.
These responsibilities relate to the coordination and oversight of Town Hall operations and do not confer direct personnel management authority. The Town Administrator does not have independent authority to hire, terminate, or impose disciplinary action on employees, but may identify, document, and refer personnel-related concerns to the appropriate manager or appointing authority in accordance with established Town policies and procedures.

**Supervision:**
*Supervision Scope:* Exercises considerable initiative, creativity, and independent judgment in the planning, administration and execution of the department's programs and services and goals.

*Supervision Received:* Reports to the Select Board and refers specific problems to the Board as needed.

*Supervision Given:* Supervises the Town Hall Assistant and acts as the "go-to" for all staff. Coordinates administrative efforts with all departments.

**Job Environment:**
Work is performed under typical office conditions; work environment is moderately noisy.

Operates an automobile, computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Interacts with town departments, businesses, non-profits, the general public, town officials, Town Counsel, the School Department and social service organizations as required.

Has access to department-related confidential and/or sensitive information, the disclosure of which would cause a significant breach of trust and seriously damage the reputation of the department.

Requires judgment and awareness regarding the community to avoid monetary loss, legal repercussions and possible negative public relations for the office of selectmen and the town. Needs to interact with the public in a fair, even handed and cordial manner at all times.

**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.)*

Acts on behalf of the Select Board on any issues, directive or action that they have before them. Represents the Select Board on a daily basis; executes the policies of the Board in areas of municipal management, administration, coordination, and supervision. Exercises administrative authority over specific town departments as directed by the jurisdiction of the Board.

Interacts with other town boards, committees, and employees on behalf of the Select Board.

Establishes and maintains appropriate administrative procedures for the conduct of all affairs under the Select Board's jurisdiction, and when appropriate, facilitates the coordination of all town activities.

Prepares agendas, schedules meetings, composes and publishes meeting minutes and manages correspondence priorities; attends all Select Board meetings and other board and committee meetings as necessary.

Regularly interacts with the public on all town matters that involve the Select Board. Interacts with other governmental and non-governmental agencies on behalf of the Select Board.

Acts as Chairperson for the Financial Management Team, creates and oversees the Select Board's budgets and coordinates the annual budget process.

Organizes Town Meeting warrants, creation of warrant articles, editing of article language, coordination with Finance Committee on hearing process; and oversees town meeting coordination.

Researches issues on questions coming before the Board for a decision; initiates special studies with the approval or at the direction of the Board.

Prepares the Selectmen's annual report and compiles entire Town Report for review by the Select Board.

Coordinates town services under the jurisdiction of the Select Board; coordinates and cooperates with the Planning Board, Appeals Board, Board of Health, and other boards, commissions, and committees.

Manages the Improving Governance documents assuring they remain up to date.

Keeps the Selectmen fully advised regarding all departmental operations, fiscal affairs, issues, administrative actions and long range needs of the town.

Responds to inquiries, complaints and problems, and provides assistance to town staff, local and state officials, and business and community leaders, citizens, the news media, and the general public. Resolves the more difficult customer service requests

Attends meetings of Cable Advisory Board, Cape & Vineyard Electric Coop & Joint Transportation Committee as BOS appointee as necessary.

Assists the Shellfish Warden, ACO, Highway Superintendent, and Tree Warden with administrative support as necessary.

Attends permitting meetings for town projects as necessary.

Oversees and manages maintenance of town hall facility, assists with bidding and specs for work, and oversees all procurement.

Acts as Assistant Town Clerk.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:
Bachelor's Degree in Business Administration or similar field; five years of municipal administration experience; extensive experience in working with the public and responding to customer service requests or any equivalent combination of education, training and experience.

Special Requirements:
A valid Massachusetts motor vehicle license is required.
Commonwealth of Massachusetts Certified Public Purchasing.

Knowledge, Ability and Skill:
*Knowledge:* Working knowledge of the municipal administration process. Comprehensive knowledge of the functions of municipal government. General understanding of the interaction between local government, state government, and federal government. Working knowledge of business administration, municipal practices, and general office procedures. General knowledge of the bylaws and statutes applicable to the jurisdiction and responsibilities of a Select Board.

*Ability:* Ability to plan, organize and collaborate with others. Ability to analyze complex problems. Ability to communicate effectively. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to operate a personal computer and proficiency in the use of MS Office applications and database applications.

*Skills:* Excellent customer service and organization skills. Excellent written and verbal communication skills. Excellent computer skills including MS Office applications. Skill in the use of the above mentioned equipment.

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*.

Employee is regularly required to walk, stand, sit, communicate, and hear; ability to handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Occasionally lifts/moves objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

*(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.)*