

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Town Administrator
Department: Selectmen's Office
Appointing Authority: Board of Selectmen
Affiliation: Non-Union
Personnel Board Approved: 11/15/04

***Background:** The Town of Wayland, through a vote taken at its annual Town Meeting on May 3, 2004, approved a motion to adopt a local by-law and, petition the General Legislature of the Commonwealth of Massachusetts for the passage of a special law enabling the Town of Wayland Board of Selectmen to establish the position of Town Administrator and to delegate the following authority as outlined in this position description.*

Organizational Structure: The Town of Wayland has a complex organizational structure. There are authorities, responsibilities and duties that are under the jurisdiction of a variety of elected and appointed town officials and committees and those departments and their authorities, responsibilities and duties so remain. It is incumbent upon the Town Administrator to understand this structure and be able to perform his/her responsibilities within the existing organizational structure.

Summary of Duties:

The Town Administrator is the Chief Operating and Administrative Officer of the Town and shall act as the agent of the Board of Selectmen.

The Town Administrator is responsible for providing leadership in the development, implementation and administration of all programs and policies established and approved by the Board in accordance with all applicable by-laws and regulations.

Supervision Received:

Reports to and is evaluated annually by the Board of Selectmen.

Supervision Exercised:

The Town Administrator:

1. Appoints, evaluates, disciplines and removes without ratification by the Board of Selectmen the following:

- Building Commissioner
- Town Treasurer/Collector
- Director of the Council on Aging
- Conservation Administrator
- Town Surveyor or Town Engineer
- Manager of Information Technology
- All other administrative and clerical employees in the Office of the Board of Selectmen and Town Administrator and
- Such other town employees as authorized by order of the Board of Selectmen, by-law or state law

2. Appoints with ratification of the Board of Selectmen and evaluates, disciplines and terminates without ratification of the Selectmen the following:

- Human Resources Director
- Police Chief
- Fire Chief
- Finance Director (Town Accountant)

3. Appoints, subject to ratification by a majority vote of the full Board of Selectmen then serving, and without ratification of the Selectmen, removes Town Counsel and Special Counsel (except Counsel for the School Committee).

The Town Administrator consults with relevant primary boards and committees working with the department heads in the preceding sections prior to implementing personnel related actions. Personnel actions are taken in compliance with the Town of Wayland Personnel Policies and Procedures.

Job Environment:

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; frequent early morning and evening meetings are required.

Uses standard office equipment and computer.

Makes regular contact with Town Boards and committees, department heads, employees, state and federal agencies, union officials, consultants and the general public. Contacts

involve a wide variety of issues pertaining to Town business; interaction requires considerable judgment, persuasion, strategy, patience, courtesy, discretion and the ability to handle confidential information.

Has access to a wide range of confidential information.

Errors could severely affect the Town's ability to deliver services, could result in substantial monetary and/or legal repercussions, could expose the Town to legal liabilities and could affect public confidence.

Essential Functions:

The essential functions or duties listed below are illustrative 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.

Essential Functions under The Board of Selectmen:

Act as the day-to-day administrator of all activities under the jurisdiction of the Board of Selectmen.

Participate in the development and oversee implementation of the Board of Selectmen's long-term initiatives.

Implement the goals and policies of the Board of Selectmen.

Make strategic recommendations to the Board of Selectmen regarding priority initiatives, particularly related to finance, personnel, customer service to residents and legal matters.

Act as a liaison with, and represent, the Board of Selectmen before state, federal and regional authorities.

Represent the Board of Selectmen at meetings.

Supervise, direct and be responsible for the efficient administration of all departments and employees within the jurisdiction of or appointed by the Board of Selectmen.

Establish and maintain appropriate administrative procedures for the conduct of all affairs under the jurisdiction of the Board of Selectmen.

Exercise general supervision over the personnel, organization, systems and practices of the Board of Selectmen's office.

Identify and screen applicants for appointment to Town boards, committees and commissions as necessary and as requested by the Board of Selectmen.

Oversee the administration of annual and special Town Meeting warrants.

Work with the relevant department heads to ensure proper maintenance, upkeep and repair of Town buildings and structures under the jurisdiction of the Selectmen.

Collaborate with the Personnel Board to manage the activities of the Human Resource department.

Through the Human Resource Director, oversee the administration and implementation of the Town-wide personnel systems including the enforcement of personnel policies and procedures, rules and regulations, the maintenance of personnel records and the management of personnel costs to ensure maximum efficiency and fairness across Town departments.

Evaluate annually the job performance of all Town officers and department heads under the jurisdiction of the Board of Selectmen after seeking input and recommendations from any appointed committees served by such officers and department heads.

Collaborate with Finance Committee to manage the activities of the Finance department.

Work with the Finance Committee and Finance Director to:

- Develop long-term financial strategies for the town.
- Establish budgetary guidelines for the annual budget.
- In coordination with Town board, committees and commissions that oversee departments, review budgets and make recommendations to the Finance Committee regarding priorities.
- Review expenditures and receivables against budgets; coordinate plans with department heads, boards and committees to manage the budget.
- When necessary, seek Finance Committee approval for reserve fund transfers in advance of spending, when possible.

Oversee the legal issues for all Town boards, departments, committees and commissions in collaboration with Town Counsel, including procurement, contracts, litigation and employment matters.

Provide access to legal counsel; coordinate legal issues; obtain legal opinions and administer the legal budget.

Monitor and ensure compliance with federal, state and town laws and established Town policies and procedures to minimize the Town's exposure to liability and risk.

Serve as the Town's chief procurement officer under the provisions of Massachusetts General Laws 30B.

Essential Functions of Town-wide Administrative Oversight:

Act as principal contact coordinating communication about critical issues impacting the Town; ensure that the Board of Selectmen, other boards, commissions, committees, department heads, residents and external constituencies are informed.

Serve as the Town's chief spokesperson and principal contact.

Responsible for ensuring that all Town boards, commissions, committees and employees comply with the Town's financial, personnel and legal policies and procedures.

Ensure compliance with the votes of Town Meeting and with Town by-laws, federal and state laws.

Coordinate activities involving the development, implementation and execution of Town-wide policies, procedures and programs.

Coordinate the setting of Town priorities with Town boards, commissions, committees and employees.

Communicate activities, projects, plans and studies; invite input from appropriate areas of Town government.

Coordinate efforts to ensure that cross-departmental services to residents and others are effectively and consistently delivered.

Evaluate problems affecting the Town as they arise, ensuring timely attention to priority items.

Work across Town departments, boards, commissions and committees to ensure that concerns raised to the Town Administrator by residents and others are addressed.

Oversee the preparation, filing and maintenance of reports and records on behalf of the Town.

Oversee the maintenance of inventory of all Town-owned real estate and personal property.

Oversee intervention in critical situations.

Work with key Town department heads to address systemic problems; be accountable to see that priority items are attended to; and bring concerns about problem resolution to the

attention of appropriate boards, commissions, committees and the Board of Selectmen for assistance in resolution, if necessary.

Provide input to the office of Town Clerk regarding his/her performance.

Provide input annually to each elected board, commission or committee regarding the job performance of department heads reporting to such boards, commissions and committees. Input relates to the Town Administrator's interactions with the Department Head regarding cross-departmental activities. Final authority over hiring, evaluating, disciplining and firing remain with the elected board.

Recommended Minimum Qualifications:

Education:

Bachelor's degree in a relevant field; a Master's degree in a job-related field is preferred.

Experience:

A minimum of seven years of experience in public administration with a minimum of five years served in a senior management capacity.

Substitutions:

An equivalent combination of education and management experience may be substituted.

Licenses/Certificates:

Must possess a valid driver's license.

Knowledge, Abilities and Skills:

Ability to provide leadership, planning, management, organizational and supervisory skills in a highly matrixed organization.

Ability to promote strategic thinking and to facilitate change.

Ability to facilitate teamwork, collaboration and build consensus.

Mediation and conflict resolution skills.

Ability to motivate others and establish and maintain effective working relationships with Town employees, board and committee members, state agencies and the general public.

Ability to communicate effectively orally and in writing.

Ability to work effectively under pressure and time constraints.

Excellent customer service and public relations skills.

Ability to handle confidential information discretely.

Ability to operate a personal computer.

Knowledge of relevant federal and state laws and regulations; ability to interpret local by-laws.

Physical Requirements:

Light physical effort required to perform duties under typical office conditions. Frequently required to sit, communicate and move around Town building. Travel as necessary to perform the job.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.