



## **Job Description**

Position: Assistant Town Administrator/Economic Development Director  
Primary Location: Town Hall  
Employment Status: Full-time, Salaried, Exempt  
Reports To: Town Administrator  
Description Updated On: December 15, 2022

### **Summary/Objective**

The Assistant Town Administrator/Economic Development Director performs administrative, planning, and technical work in the coordination and management of Town government as chief staff officer to the Town Administrator.

### **Essential Functions**

- Assists the Town Administrator in the planning, administration, management, and coordination of daily operations of the town.
- Performs administrative duties as assigned by the Town Administrator in all areas of municipal government; prepares and drafts correspondence, reports, analyses and other information as required.
- Answers questions and furnishes information to the public, local officials, and to town employees concerning town policies, rules and regulations; receives complaints and responds to inquiries appropriately, including taking initiative to see that problems in certain situations are resolved; makes appropriate referrals as necessary; assists town officials, legal counsel, boards, commissions and agencies as required. Answers inquiries which pertain to budgetary, personnel, or operations issues. Refers matters to the Town Administrator and/or Select Board as deemed necessary. Investigates complaints; responds to citizens' inquiries and requests for assistance; refers citizens to appropriate departments and staff members.
- Assists the Town Administrator and Select Board in the development of policies, goals, administration, and special projects; makes recommendations on requested issues. May represent the Town Administrator at Select Board and other board/committee meetings.
- Provides assistance as needed and/or requested by all department heads on a wide variety of municipal matters.
- Responsible for assisting with the timely preparation and coordination of Town Meeting articles and warrants.
- Assists in managing all worker's compensation and insurance claims against the town.
- Assists in supervising licensing activities of the Select Board office.
- Works with the Town Administrator and Finance Director in assisting with the preparation and administration of the operating budget, procurement requirements in accordance with the State Procurement Law, and other budget-related matters.
- Assists in developing and implementing the Town's economic development initiatives in consultation with other boards and committees to increase the Town's commercial and industrial tax base and local

employment opportunities.

- Identifies tools and resources needed by the Town for effective economic development; presents arguments, in written or oral formats, to secure additional resources (if needed) to Town Administrator and/or Select Board. Applies for grants when applicable.
- Identifies Town sites available for development or potential redevelopment and provides clear analysis of their limitations and recommendations to increase their viability.
- Identifies regulatory or procedural impediments to successful economic development; suggests alternatives for improvement.
- Performs similar or related work, as required or as the situation dictates.
- Serves as acting Town Administrator in the absence of the Town Administrator.

### **Required Qualifications, Education, and Experience**

Bachelor's degree in public administration, business management, or related field; minimum of three (3) years of progressively responsible, related experience.

### **Preferred Qualifications, Education, and Experience**

Master's degree in public administration or related field; prior municipal experience; experience with planning and economic development or an equivalent combination of education and experience.

### **Knowledge, Skills & Abilities**

- Working knowledge of municipal government including finance, budget, personnel policies and practices, collective bargaining, system management, sound management practices, and operations. Thorough knowledge of and federal, state and local laws, regulations and requirements which affect local government.
- Mediation, conflict resolution and leadership skills a must. Excellent customer service and public relations, oral and written communication skills required. Must possess excellent analytical and budgetary skills.
- Demonstrated ability to plan, organize and direct the development of projects; prepare reports, analyze problems, and form recommendations; establish and maintain effective working relationships with employees, board/committee members, officials, the general public, town officials, state and federal agencies, the media and the business community.

### **Physical and Mental Job Requirements**

Minimal physical effort is generally required in performing duties under typical office conditions. The employee is frequently required to:

- Sit, talk, and hear.
- Demonstrate the ability to operate a keyboard and standard office equipment at efficient speed and to use hands to handle or feel objects, tools or controls, and reach with hands and arms.
- Read documents for general understanding and analytical purposes. Specific vision requirements include close vision, distance vision and ability to adjust focus.
- Mental requirements:
  - Understand and apply routine verbal and/or written instructions
  - Understand and apply non-routine verbal and/or written instructions
  - Understand complex problems and collaborate to explore alternative solutions
  - Organize actions to complete sequential and/or routine tasks
  - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
  - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
  - Make decisions that have an impact on the individual's work

- Make decisions that have an impact on the immediate work unit's operations and/or services
- Make decisions that have significant impact on a department's credibility, operations, and/or services
- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Communicate in-depth information for the purpose of interpreting, and/or negotiating
- Memorization/concentration
- Learning/knowledge retention
- Preparing/analyzing numerical figures
- Emotional/behavioral self- regulation
- Interacting with others

### **Work Environment**

- The functions of this role are conducted in an office environment/field environment.

### **Hours of Work**

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. This may mean hours beyond 35 per week are required.

### **AAP/EEO Statement**

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_

Hiring Manager\_\_\_\_\_ Date\_\_\_\_\_