



## **Job Description**

Position: Assistant Town Administrator  
Primary Location: Town Hall  
Employment Status: Full-time/Salaried/Exempt  
Reports To: Town Administrator  
Description Updated On: 8/30/2021

### **Summary/Objective**

The Assistant Town Administrator performs administrative, planning, and technical work in the coordination and management of Town government as chief staff officer to the Town Administrator. Position requires a significant understanding of municipal structure, municipal finance, budgeting, procurement laws and Public Records laws; and personnel administration.

### **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, rule and regulations; receives complaints and responds to inquiries appropriate, 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, 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, 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 the timely preparation and coordination of Town Meeting articles and warrants.
- Manages all worker's compensation and insurance claims against the town.
- Supervises licensing activities of the Select Board's 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.

- Consults with Town Administrator and Town Counsel where clarification, interpretation, or exception to municipal policy may be required. Serves as acting Town Administrator in the absence of the Town Administrator.
- Performs similar or related work, as required or as the situation dictates.

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

Bachelor's degree in public administration, business management, or related field is required; Master's degree in public administration or related field preferred. A minimum of three (3) years of progressively responsible, related experience; prior municipal experience preferred; 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 and operations. Thorough knowledge of sound management practices. Thorough knowledge of federal, state and local laws, regulations and requirements which affect local government.
- Mediation, conflict resolution and leadership skills. Excellent customer service and public relations, oral and written communication skills. Excellent analytical and budgetary skills.
- Ability to plan, organize and direct the development of projects, the preparation of reports, analyze problems, and form recommendations. Ability to establish and maintain effective working relationships, and work effectively with employees, board/committee members, officials, the general public, town officials, committees and boards, state and federal agencies, the media and the business community.
- Must possess the ability to create short and long-term plans and be organized; must control, coordinate, evaluate, and integrate activities and programs for more than one department or functional service area within the municipality.

### **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.
- Use of and/or subject to:
  - Computers/monitors
- 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
- Analyzing/examining/testing data
- Emotional/behavioral self- regulation
- Interacting with others

### **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. Therefore, 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. Attendance at meetings of the Select Board and other Town boards and committees as reasonably required by the Select Board is expected.

### **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 the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities 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\_\_\_\_\_