



Job Description

Position: Town Administrator
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Select Board
Description Updated On: November 3, 2021

Summary/Objective

Under the general direction of the Select Board, administers and implements policies and decisions of the Board as chief appointed Town official; acts as the designated agent of the Board pursuant to State statutes and Town by-laws.

Essential Functions

- Supervises department heads under the Board's jurisdiction, and any other positions that may be added by the Select Board. Conducts and coordinates meetings with all Town department heads.
- Oversees the annual budget; develops detailed budget proposals for all accounts within the Board's jurisdiction and administers funds for routine and recurring expenses.
- Participates in, and consults with, the Board relative to collective bargaining negotiations; prepares and submits statistical data as needed; supervises administration of collective bargaining agreements for clerical personnel.
- Coordinates and implements cooperative and centralized purchasing program for departments and facilities within the Board's jurisdiction; prepares bid specifications and contracts as necessary and reviews with Town Counsel.
- Supervises processing and issuance of all licenses and permits.
- Oversees the parking ticket program and serves as Hearing Officer to settle disputes as needed.
- Drafts articles for Town Meeting as required and reviews with Town Counsel; oversees submission of proposed articles by department heads; assists Town Counsel in preparation of Town Meeting Warrants.
- Prepares specifications and bid documents for various projects, some in consultation with Planning/Engineering and/or outside consultants; maintains working familiarity with statutes, governing bid advertising, and contract awards. Oversees ongoing grantsmanship program and advises Board accordingly; writes grant proposals as necessary; organizes and participates in task force to develop grant proposals as required.
- Oversees the design, layout, and editing of the Annual Town Report.
- In conjunction with Human Resources Director, screens, interviews, and recommends to the Board candidates for appointment to various positions in departments under its jurisdiction.
- Serves as the Board's liaison to other boards, department heads, state and federal agencies, volunteer committees, business groups, and the media.
- Administers the municipal insurance program, including general and professional liability, property,

motor vehicle and Worker's Compensation.

- Develops, submits, and distributes official agenda and related informational materials for regular and special meetings of the Select Board as required. Reviews and edits official minutes as drafted.
- Refers policy and program recommendations and sensitive public issues to the Select Board.

Required Qualifications, Education, and Experience

- Master's degree in Business Administration, Accounting, or Public Administration with a minimum of seven (7) years of experience in public administration or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Preferred Qualifications, Education, and Experience

- Familiarity with municipal accounting principles is preferred; experience with grant writing desirable.
- Strong knowledge of applicable state, federal, and local by-laws, basic accounting, and municipal budgeting is also preferred.

Knowledge, Skills & Abilities

- Must have knowledge of municipal laws and ordinances and be familiar with state and federal laws as pertaining to municipals; familiarity with basic human resources concepts and collective bargaining agreements.
- Must possess excellent oral and written communications skills, especially in working with the public.
- Ability to multi-task and be diplomatic with employees of all levels is expected.

Physical and Mental Job Requirements

- Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper.
- 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.

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 position is expected to attend regular evening meetings of the Select Board and may attend meetings of other boards as 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 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_____