

TOWN OF NORTHBOROUGH
JOB DESCRIPTION

JOB TITLE:	Assistant Town Administrator	DATE:	March 2005
DEPARTMENT:	Town Administration	GRADE:	G
REPORTS TO:	Town Administrator		

SUMMARY

Responsible for personnel, labor relations, risk management, procurement, economic development and leading special town projects commissioned by the Town Administrator.

ESSENTIAL FUNCTIONS

Manage the personnel function including: classification and compensation; recruitment; training; labor and employee relations; employee communication; benefit design; employee orientation, and coordination of employee terminations. Monitor compensation and benefit expense against payroll; maintain Personnel Bylaw; maintain personnel records. Establish agenda for Personnel Board meetings. Establish plans, projects and research needs for Personnel and review progress with the Board, Town Administrator, and Department Heads.

Act as the Affirmative Action Officer and Americans with Disabilities Officer. Develop and implement affirmative action plans; ensures compliance with Federal/State laws governing equal employment opportunity, affirmative action and the Americans with Disabilities Act, and maintains appropriate documentation.

Manage the economic development program including coordinating the activities of the Industrial Development Commission with other departments; writing grants; and meeting with potential industrial and commercial proprietors to promote economic development. Establish agenda for Industrial Development Commission meetings. Facilitate discussions between industrial and commercial proprietors with Board members and staff of Town departments.

Assist in the preparation of the town's annual operating budget and capital improvement plan.

Manage purchasing activities in accordance with Town policies and State regulations; maintain accurate records; work with department heads and Town Administrator to define purchase specifications, and purchasing process; draft bid specifications and request-for-proposals; attend bid openings and answers vendor questions regarding purchasing procedure.

Manage the workers' compensation program, property and liability insurance, safety program, loss prevention program, and fleet management.

Lead cross-department teams on projects to improve productivity and service delivery.

Delegate work to administrative support staff. Provide guidance to administrative staff in the Town Administrator's/Selectmen's Office.

Maintain relationships with local, county, state and federal agencies. Track legislative activity as it pertains to economic development, personnel, risk management, and procurement. Assess impact on existing programs.

Assist in the coordination of the maintenance and repairs of town buildings.

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MANAGEMENT RESPONSIBILITIES

Does not formally supervise staff; however, provides guidance to administrative support staff in the Town Administrator's/Selectmen's Office. Nature of the work recognizes the need to influence and gain cooperation of Department Heads. Supervisory activities include making recommendations regarding the hiring of new employees and the administration of employee compensation. Responsible for developing personnel programs that have impact across departments (e.g., performance management systems, training and development programs, attendance programs, benefit program and personnel by-law changes, etc.).

SECONDARY RESPONSIBILITIES

- Performs the responsibilities of the Town Administrator by serving as Acting Town Administrator in his/her absence.

Performs other position-related duties, as assigned.

QUALIFICATIONS

Minimum Training and Experience

Requires a minimum of a Master's degree in business or public administration and 3 to 5 years of job-related experience; or any equivalent combination of education and experience.

Requires a valid Class D motor vehicle license.

Minimum Knowledge, Skills and Abilities

Requires knowledge of the laws that govern municipal administration. Requires advanced knowledge of economic development and personnel management. Requires working knowledge of municipal finance and accounting to prepare operating and capital budgets.

Effective customer service and communication skills are required to address wide-ranging public audience. Contacts require courtesy and tact to resolve issues. Must be able present persuasively and comfortably in front of a variety of groups. Must facilitate discussions among those with divergent points of view. Must demonstrate effective writing skills for the preparation of proposals, reports, and policies and procedures.

Requires the ability to build a positive team environment, manage and motivate all Town employees.

Requires excellent planning, time management and organizational skills.

Knowledge Proficiency

In order to be considered proficient in the position, the employee must demonstrate:

- advanced knowledge of personnel, economic development, Town by-laws and working knowledge of benefits design and administration, risk management, fleet management, and procurement,
- working knowledge of the functions and operations of other departments in order to lead cross-department project teams and to provide back-up coverage for professional and managerial staff,
- basic understanding of Town geography, streets and numbering system,
- proficiency in Town software applications and databases,
- proficiency in federal/state regulations as they pertain to personnel, economic development, and procurement.

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Tools and Equipment Used

The employee is required to use a personal computer and general office equipment. The employee is required to operate a Class D motor vehicle to visit various Town sites, and attend Town business meetings.

Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, stand, sit, walk, and drive a motor vehicle. Occasionally requires the ability to lift and carry objects up to 10 pounds.

The employee must have good vision to drive a vehicle, review maps and layouts.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is performed predominantly in an office setting.