

JOB DESCRIPTION
REGIONAL PUBLIC ADMINISTRATOR
SOUTHEASTERN REGIONAL SERVICES GROUP and
SERSG SERVICE CORPORATION

TITLE: Regional Administrator for the Southeastern Regional Services Group (SERSG) and the SERSG Service Corporation.

OVERVIEW: SERSG is an organization which provides shared administrative services to a consortium of 26 member municipalities. The organization has been in existence since 1993 and is run by a Board of Directors composed of the chief administrative officer of each member municipality. The Board meets monthly at the SERSG office, currently located in Mansfield Town Hall, and selects the administrative services to be provided by the Regional Administrator. The Administrative Committee, composed of five Board members, supervises the work of the Regional Administrator. The mission of SERSG is “to serve as a catalyst and implementer for member communities desiring to act jointly to solve government problems or to deliver services to their citizens more effectively or efficiently.” It is the responsibility of the SERSG Regional Administrator to further the mission of SERSG. In 1997 the SERSG Service Corp. (a non-profit Massachusetts Corporation tax exempt as a civic league) was created as a legal entity to support the work of SERSG. The Regional Administrator serves as President and Board members serve as officers and members of SERSG Service Corp. Membership dues provide annual support for SERSG. Fees earned by administering grants or conducting special procurements for member municipalities are an additional source of revenue for SERSG.

ESSENTIAL FUNCTIONS: It is the responsibility of the Regional Administrator to:

A. Provide administrative support to SERSG member municipalities including but not limited to:

1. meet monthly with the SERSG Board of Directors and Highway Superintendents, occasionally with the SERSG Administrative Committee and annually with members of the SERSG Service Corp.;
2. investigate ways for members to reduce costs through new cooperative procurements using Invitations for Bids, Requests for Proposals, and similar, as appropriate according to state law;
3. conduct research and prepare recommendations on topics of common municipal concern;
4. when state and federal mandates are imposed on local governments, provide guidance to members as to how to comply;
5. represent SERSG before government bodies;
6. perform public speaking engagements; and
7. review, comment and testify on proposed legislation that will impact member municipalities when requested by the Board.

B. Conduct day-to-day affairs of SERSG and SERSG Service Corp. including but not limited to:

1. serve as President and Chief Operating Officer of SERSG Service Corp.;
2. staff the office and be available for telephone consultations;
3. file the SERSG yearly tax returns and, if warranted, arrange for a CPA review of the financial records of the Corporation;
4. notice and prepare agendas for monthly Meetings;
5. prepare monthly minutes, financial reports and the yearly budget;
6. notice and prepare the agenda for the Annual Meeting of the members of the SERSG Service Corp, take meeting minutes;
7. maintain all bank accounts and pay the bills;
8. send and receive correspondence on behalf of the Board of Directors; and
9. assemble documents relating to litigation or administrative appeals resulting from a SERSG Board decision or as a result of a freedom of information request.

C. Produce cooperative procurements on behalf of member municipalities:

1. prepare and issue cooperative procurements in conformance with C.30B and C.30s. 39M of the Mass. General Laws;

2. collect, open and review sealed bids for responsiveness;
3. recommend contract awards to appropriate bidders and prepare award sheets for Awarding Authority signature;
4. send out contracts for contractor or vendor signatures and collect bonds and certificates of insurance;
5. interact with vendors and contractors in furtherance of the procurement process or to solve contract administration problems;
6. compile yearly savings reports;
7. track dollar volume spent on office supplies by municipality;
8. handle specific contract administration problems when necessary;
9. provide guidance with regard to state contracts that are available to local governments;
10. answer questions from municipal staff regarding the procurement statutes and how to comply with them; and
11. join the Massachusetts Association of Public Purchasing Officials.

D. Facilitate joint grant applications on behalf of member municipalities:

1. familiarize Board members with grant opportunities;
2. organize and prepare a joint grant application on behalf of member municipalities who wish to participate, and
3. establish the lead community and enter into a sub-contract with that community so that SERSG administer the grant;
4. administer the grant in accordance with the sub-contract with the lead community and in accordance with the terms of the grant;
5. produce financial reports of all grant monies expended and disseminate these reports to the grantor, lead community and all municipalities participating in the grant; and
6. report on activities performed under the grant and in compliance with the terms of the grant.

E. Educate municipal staff and elected officials when requested by the Board:

1. arrange for or conduct joint training for municipal staff on a topic related to the performance of their jobs (eg: hoisting license renewal training);
2. set up and conduct bi-annual workshops for elected officials in member municipalities on a topic of concern to local governments;
3. prepare periodic emails to members containing information about SERSG activities and SERSG positions on current topics; and
4. prepare an annual report of SERSG activities for inclusion in the annual Town Reports of member municipalities.

MINIMUM QUALIFICATIONS

A. EDUCATION

A Bachelor's Degree in a relevant field with five years experience in the public sector is desired. Public Works and/or contract management experience a plus. Master's degree in Public Administration or similar field, and/or Certification as a Massachusetts Public Purchasing Official (MCPPO) are highly desirable and will be a consideration in salary negotiations. If not currently held, certification must be earned as soon as possible but no later than the end of the first year of employment (tuition will be paid for by SERSG) and sufficient credits earned during the following years to maintain that certification.

B. KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of local government functions and the methods and techniques employed in local government.
2. Expertise in government contracting. Ability to draft Invitation for Bids and Requests for Proposals and to conduct procurements.
3. Understanding of the structure and legal/regulatory context of federal, state and local government.
4. Ability to gather information, analyze data, make recommendations and prepare written or oral reports for the Board.
5. Ability to establish productive, cooperative relations with municipal staff, local and regional officials and vendors.
6. Proven ability to work independently and be self-driven and originate and complete projects and studies on own initiative.
7. Knowledge of public works supplies and services.
8. Ability to word process documents and prepare complex Excel spreadsheets using Microsoft Office software.
9. Ability to travel to meet with Board members, attend in-state conferences, MAPPO luncheons, Highway Superintendents' meetings and other meetings related to the position.

10. All other administrative task requested by a majority of the SERSG Board of Directors.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, spreadsheet and data base management software, calculator, copy and fax machine and telephone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the Regional Administrator to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use his or her hands to finger, handle, feel or operate objects, tools or controls; and to reach with his or her hands and arms. The employee is occasionally required to climb or balance, stoop kneel, or crouch. The employee must occasionally lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The SERSG office, at present, is located on of the ground floor of a municipal office building which is handicapped accessible. Current office hours are 8am-4pm Mondays through Thursdays, and flexible scheduling of the 32 hours per week may be possible upon approval of the Board. All public holidays recognized by member municipalities are observed. Infrequently the Regional Administrator may be required to attend a night meeting (such as a Board of Selectmen meeting or a Town Meeting). The noise level in the work environment is generally quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check.

The duties listed above are intended only as illustrations 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The candidate offered this position by the Board of Directors will be expected to enter a three-year employment contract with the Board.

The Board of Directors does not discriminate against any qualified applicant for employment because of race, color, national origin, ancestry, age, sex, religion or physical or mental handicap.

BENEFITS

The salary maximum is \$64,000, commensurate with experience, with flexible work schedule and hours, depending on procurement schedule and includes two weeks paid vacation and two weeks paid sick leave per year. Certification as a Mass. Public Purchasing Official is highly desirable and will be a consideration in salary negotiations. Holidays that fall on regularly scheduled workdays are paid. There are currently no health, dental, or retirement benefits but the Board of Directors may consider a modest benefit package in the future.