

# TOWN OF SHARON

## JOB DESCRIPTION

**Title of Position:** Assistant to the Town Administrator

**Department/Appointing Authority:** Board of Selectmen

**Date:** March 11, 2015

**Originator:** Frederic E. Turkington, Jr., Town Administrator

### **Personnel Board Use Only**

**Classification:**

**Effective Date of Classification:**

**Classification Authority:** ☐ **Personnel Board** ☐ **Collective Bargaining**

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## **1. Summary Description**

The Assistant to the Town Administrator is a key member of the town's administrative team that works under the general supervision of the Town Administrator. Primary responsibilities are those associated with Human Resources administration, managing all insurance programs, assisting the Procurement Officer, capital budget development, coordinating the process of town meetings and assists in the administration of all Town functions. This position requires sound initiative, judgment, decision-making and ability to work effectively and independently with employees, the public and other officials. Assists the Town Administrator on a variety of broad-based management issues, assists in the planning, analysis and implementation of town-wide projects and initiatives; participates in various working groups/committees; develops complex analytical reports, and coordinates projects for the Town Administrator.

## **2. Essential Functions**

**The essential functions or duties listed below 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.**

Researches and makes recommendations to the Town Administrator on all facets of the personnel functions for all municipal departments and employees, including recruitment, selection, training, discipline, develop and recommend personnel policies and procedures, evaluation, records management and benefits management.

General oversight of the dissemination of department budgets, ensuring that the presentation of budget information is accurate, complete and consistent with the goals of the Town Administrator. Establishes procedures for the completion and submission of the departmental budget to the Board of Selectmen and Finance Committee for the upcoming fiscal year and provides assistance to both the departments and the Finance Committee at the direction of the Town Administrator. Coordinates the budget process with the Finance Department. Works with various boards, committees and department heads in carrying out directives established by the Town Administrator.

Assists the Town Administrator with recruitment, selection, legal compliance, training, discipline, evaluation and benefits management. Assists in the development of job descriptions and work closely with the Personnel Board. Provides support to screening committees that are created for the purpose of hiring department heads.

Manages the employee assistance program, works with vendor and disseminates information and materials to staff. Oversees workers' compensation/injured-on-duty programs and works with department heads, insurance agent and other providers. Coordinates the annual Employee Development Day.

Monitors insurance programs, including health, property & casualty, etc. Assists with risk management and liability insurance function to process claims and manage inventory of assets.

Responsible for ensuring that reports are submitted to the Department of Unemployment Assistance in response to all claims for unemployment for both town and school employees. Works with vendor to protest claims.

Responsible for wide range of activities related to Town Meeting including: developing the Annual Town Meeting schedule, preparation of the Town Warrant which includes coordination with the Town Administrator, Town Counsel and the Finance Committee and assist in the preparation of motions, preparing the Town Warrant for posting as well as for public distribution. In addition work closely with the Finance Committee, printer and other individuals to ensure the timely delivery of the Warrant.

Responsible for the preparation of the Annual Town Report which includes obtaining reports from all departments and committees, editing of the reports, formatting the 200+ page document including cover and photographs that will be provided in electronic format to printer for timely distribution to Town residents. Prepare draft of the Board of Selectmen's report.

Must maintain extreme confidentiality as privy to all confidential information including litigation, collective bargaining, employee issues, and all negotiations involving the Town.

Serves as the Criminal History Systems Board Certified Administrator, performing criminal history checks for new employees and/or businesses in the Town of Sharon. Serves as the Municipal Hearings Officer for building and fire code violations. Serves as a Notary Public and performs notary public services for town departments, boards and committees.

Attends all Board of Selectmen meetings. Responsible for recording the minutes of the meetings and properly posts approved minutes on the town website.

Responsible for the daily operation of the Board of Selectmen's office. Handle difficult constituent

problems with sensitivity, tact and discretion in order to diffuse and manage highly contentious situations.

Assists the Chief Procurement Officer in the preparation of invitations for bids or requests for proposal for goods and services in compliance with MGL Chapter 30B.

Manages Town's social media and assists with the updating of the Town's website.

Manages projects of varying degree of difficulty and complexity. Abilities necessary for the variety of projects include: analytical ability, negotiation skills, initiative, written and oral communication, and strong problem solving skills. Works independently in completing these responsibilities though at times may delegate some of the more routine tasks. Successful completion of the projects can result in a positive outcome for the Town. All projects are either requested by the Town Administrator or initially initiated by the individual with the approval of the Town Administrator.

### **3. Supervision**

Supervises Administrative Assistant to the Board of Selectmen and senior tax work-off volunteers; interns.

### **4. Reporting Structure**

Work is performed under the administrative direction of the Town Administrator and under the policy direction of the Board of Selectmen.

### **5. Physical Environment**

Environment is a normal professional office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **6. Education/Basic Knowledge**

Bachelor's degree in Public Administration, Political Science, English, Business Administration, Economics, History or other preferred or closely related field; with five to eight years' experience in municipal government or an Associate's degree and seven to ten years of experience.

### **7. Experience**

Working knowledge of the principles and practices of municipal finance, budgeting, and personnel administration. Knowledge of Massachusetts General Law, open meeting law, and rules and regulations as dictated by the Attorney General's Office and the Department of Revenue. Position requires the individual to communicate clearly and concisely in all written and oral forms. The position must establish and maintain harmonious relationships with all Town officials (appointed and or elected) as well as town employees. Proficient knowledge in town computer software programs required to carry-out the daily functions of the position. Ability to work on technical projects, which require a substantial degree of independent and professional judgment and conceptual thinking.

Ability to assist Town Administrator by implementing policy directives without infringing or encroaching upon authority of supervisory personnel in operating departments, and staff offices of the Town. Ability to assume oversight of department heads as assigned by the Town Administrator. Maintain excellent written and verbal skills, including the ability to represent the Town Administrator at public meetings or public ceremonies. Position requires the individual to maintain good employee and public relations. Individual must make timely and appropriate managerial decisions.

**This 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.**