

**Town of Brewster, Massachusetts**  
**Draft Job Description**

<b>Position Title:</b>	Assistant Town Administrator	<b>Grade Level:</b>	Bylaw Grade V
<b>Department</b>	Town Administrator	<b>Date:</b>	January 2017
<b>Reports to:</b>	Town Administrator	<b>FLSA Status</b>	Exempt

**Statement of Duties:** The Assistant Town Administrator assists the Town Administrator with the daily operations of the Town. Responsibilities include but are not limited to procurement, personnel, special projects, supervisory and other related work as required; acts as the Town Administrator in their absence.

**Supervision:** Works under the general administrative direction of the Town Administrator in accordance with the bylaws, rules, regulations, policies and procedures of the Town; requires the ability to independently plan and perform operations; a variety of responsible and complex duties require a thorough knowledge of municipal operations and the exercise of considerable judgement and initiative; situations not clearly defined by precedent or established procedures are referred to and discussed with the Town Administrator to produce a solution. Exercises considerable independent judgement in providing professional advice to boards and committees concerning Town operations.

**Supervisory Responsibility:** The Assistant Town Administrator is accountable for the work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Plans and coordinates operations to meet schedules, deadlines and priorities.

The Assistant Town Administrator provides supervision over multiple employees and volunteers. In the absence of a full-time department supervisor, may temporarily direct or coordinate operations of major departments.

**Confidentiality:** The Assistant Town Administrator has regular access to Town-wide highly confidential information including official personnel files, collective bargaining, law suits, client records, executive policy and department records.

**Accountability:** Consequences of errors, missed deadlines or poor judgment could result in delays or loss of service, adverse public relations, monetary loss or legal repercussions to the Town.

**Judgment:** Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The Assistant Town Administrator is responsible for assisting department heads, staff and the Town Administrator in interpreting local, state and/or federal guidelines, determining how they should be applied and in developing operating policies.

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**Complexity:** The work consists of employing many different concepts, theories, principles, techniques and practices relating to Town operations. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques and recommending policies, operating practices, standards or criteria to improve the effectiveness of town operations.

**Work Environment:** The work environment is a typical municipal office setting subject to frequent interruptions. Noise or physical surroundings may be distracting. In the course of Town Operations, the Assistant Town Administrator may be required to work beyond normal business hours to attend evening meetings or in response on a 24/7 basis to natural or man-made emergency situations.

**Nature and Purpose of Public Contact:** Duties may involve contact with local, state and federal government officials, community leaders and other individuals. The Assistant Town Administrator must possess a high degree of diplomacy and judgment and must be able to work effectively with and influence all types of persons. Duties require a well-developed sense of strategy and timing in representing the Town effectively in critical and important situations that may influence the wellbeing of the Town.

**Occupational Risk:** Risk exposure is similar to that found in a municipal office setting.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

Assists the Town Administrator in drafting job descriptions and recommends classifications for positions in accordance with the Town's rating manual and classification system. Researches and drafts personnel policies for recommendation. Assists Department Heads in the recruiting, hiring and training of employees.

Supervises the operations of the Town's loss control/risk management and safety programs; Submits and files claim and loss information and researches liability issues. Develops procedure and policy recommendations.

Functions as the Town's Chief Procurement Officer and oversees all activities related to buying, leasing, renting or otherwise acquiring supplies and services and supervises purchasing activities and contracting for all departments in accordance to State Procurement Law and Town policies; ensures the maintenance of accurate records.

Assists the Town Administrator and other Department Heads in establishing, reviewing, recommending and coordinating policies and procedures to ensure optimum levels of service.

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Prepares cost analyses when assigned; assists in the preparation of Town warrants, including drafting and assembling articles and producing summaries.

Proposes updates to Town bylaws, rules and regulations reflecting changes in statutes and case law.

Attends Selectmen's meetings and other board meetings as required. Provides support to Board of Selectmen as needed.

Oversees various licensing processes under the authority of the Board of Selectmen.

Required to attend seminars and training programs in order to stay abreast of changes in local government laws and management practices.

Acts as a representative of the Town Administrator in communications with citizens, residents, community groups, etc., and facilitates their interaction with town departments, boards, committees and commissions.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's degree in public administration, political science or a related field with a master's degree preferred; five to seven (5-7) years related work experience; 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.

**Special Requirements:** Class D Motor Vehicle Driver's License.

**Knowledge, Abilities and Skill**

**Knowledge:** Working knowledge of all town departments and their functions. Working knowledge of State and local laws governing municipal administration. Knowledge of Massachusetts General Laws, Town by-laws and other Town governmental functions. Working knowledge of town-wide services and operations as well as Town geography. Working knowledge of the State Procurement law for the purchase of materials, equipment and municipal services. Knowledge of technology such as office software and the Internet (including web site) in support of Town department operations.

**Abilities:** Ability to interact and establish working relationships at all levels of government on a local, state and federal level as well as with local community groups and Town boards/committees; ability to meet and deal with the public effectively and appropriately; ability to handle problems and emergencies effectively; ability to communicate clearly both orally and in writing to small and large groups; ability to maintain confidential information; ability to maintain, manage and organize records in a detailed and accurate manner. Ability to manage multiple tasks in an organized manner.

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**Skill:** Excellent organizational and teamwork skills; proficient data processing skill in the use of personal computers and office software including word processing, data base management and spreadsheet applications; proficient interpersonal and customer service skills.

**Physical and Mental Requirements**

*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 position's essential functions.*

**Physical Demands:** Physical demands include travel and attendance at meetings, occasional field or site visits. Work effort principally involves sitting, standing or walking to perform work tasks, with intermittent periods of bending, twisting, stooping or lifting. The Assistant Town Administrator may occasionally be required to lift, push, or pull objects such as office equipment, reports, plan rolls and maps.

**Motor Skills:** Duties are largely mental rather than physical but the job may occasionally require the application of basic motor skills to perform activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing and the sorting of materials.

**Visual Demands:** Visual demands require the employee to constantly read documents for general understanding and for analytical purposes. The employee is required to determine color differences and grades and degrees of variation.

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