

## Town Administrator

### Town of North Brookfield, Massachusetts

North Brookfield (pop. 4,800) is a centrally located rural community rich in local history with a unique business and municipal composition. A number of residents work locally while many travel to both the Worcester and Springfield areas. Community members are engaged and active in local government. There are many dedicated volunteers, committees and employees who work toward making North Brookfield an extraordinary place to live and work.

The FY24 total budget, including Enterprise funds, is \$16.7m and we have maintained an AA- Standard and Poors rating. We are fortunate to have a number of solid businesses however, North Brookfield is facing infrastructure and financial challenges. We are exploring regionalizing our single school district, there is an approved \$22 million sewer project along with \$6.5m Fire and Highway renovation project.

We are seeking a skilled administrator with strong municipal finance experience, excellent communication skills, the ability to collaborate on multi levels as well as a deep understanding of personnel and project management. Candidates should have a bachelor's degree in political science, public administration or a related field. They should have a minimum of 7 years municipal experience with at least three being in a managerial capacity or the equivalent combination of experiences which would provide the necessary skills and competency to perform the duties of Town Administrator. Candidates must be trustworthy, innovative and strategic in dealing with elected officials, appointed boards and committees, residents and Town employees.

To apply please email a cover letter and resume with salary requirements to [selectmen@northbrookfield.net](mailto:selectmen@northbrookfield.net).

### Purview

Oversees coordination of the efficient operation of the town pursuant to the requirements of policies, procedures, by-laws, state statutes, regulations, and federal laws, on behalf of the select board.

Supervises, directs, and assumes responsibility of the administration of all functions and activities for which the office of town administrator is given authority, responsibility, or control via by-law, town meeting vote and vote and/or vote of the select board.

### Interactions with select board

Attends all regular and special meetings of the select board. Provides informational support at said meetings and any other proceedings involving the select board. Receives and makes appropriate disposition or referral of all select board correspondence and communications. Maintains complete records, provides reports, background information and communication to the select board. Brings to the attention of the select board all information relevant to the performance of the office of the select board.

Oversees the preparation of the select board's agenda and acts for the select board in accordance with policies. Works together with the board's administrative assistant to plan, post, and hold meetings and public hearings. Develops policy proposals and recommends policy alternatives to the select board.

Investigates and makes recommendations on questions coming before the select board, initiates special studies with the approval of or at the discretion of the select board.

Provides training for newly elected select board members, including, but not limited to, policies and current issues including pertinent background information.

Facilitates adoption of short- and long-range goals and objectives in conjunction with select board and oversees implementation of and evaluates current programs and services and recommends changes to meet emerging needs.

#### Personnel management

Makes recommendations on personnel staffing requirements, oversees staffing and recruitment processes, serves on selection teams as appropriate, processes all proper documentation for new hires including coordination with payroll and accounting.

Coordinates and advises select board regarding appointments to boards and committees and hiring of staff over which the select board has final approval as the hiring authority. May recommend removal of the same, in writing and otherwise in accordance with town by-laws and state and federal regulations.

Participates in collective bargaining and contract negotiations, and dispute resolution involving any labor matter within the purview of the select board and monitors the implementation of collective bargaining agreements.

Acts as human resources administration/liaison in conjunction with the treasurer. Maintains personnel files in partnership with the treasurer. Provides information and language to update policies and procedures as necessary according to state and federal statute for the approval of the select board. Maintains the towns' employee handbook and updates as needed. Consults with department heads, board and committee members and employees on sensitive issues involving performance problems, health issues, management styles, leave and attendance, and job assignments. Participates in the investigation and representation of the town in administrative matters such as unemployment, workers' compensation, and discrimination complaints/hearings/proceedings.

Assures compliance with all state and federal personnel mandates (i.e., ADA, FMLA, sexual harassment, ethics, unemployment, workers' compensation, discrimination prevention) and any applicable local laws, policies, and procedures (i.e., occupational safety, CORI checks).

Develops, conducts, or provides training for town officials and employees as needed in federal, state, and local statutes, policies and by-laws related to human resources issues; develops training topics and conducts training for the professional development of the staff.

Creates a schedule for all employee performance reviews, collects all performance reviews and maintains those records in employee files as well as a central location for those records.

Analyzes complex and difficult administrative problems and develops relevant and realistic plans, programs, and recommendations.

#### Liaison between boards

Serves as the select board's liaison and public information officer to town boards or committees, local, state-wide, inter-municipal, regional, and federal agencies. Partners with citizens and other outside public and private agencies. Assists citizens in their interaction with town departments. Coordinates with the select board, departments, boards, and committees in the delivery of town services. Shall be accessible and available for consultation with boards, committees, and staff of the town, whether appointed or elected, and shall be responsive to requests for assistance. Responds to inquiries, requests for assistance, and complaints. Refers citizens to appropriate departments and staff members. Investigates complaints from a variety of sources; develops responses and, when appropriate, directs corrective action.

Establishes working relationships with and acts as the Board of Selectmen's representative to regional organizations and appropriate county, state and federal officials and departments. Assists in the preparation of materials for meetings of the Select board; attends all such meetings as needed and advises the Select Board as appropriate.

#### Grants and Long-Term Revenue

Coordinates the development of strategic financial goals with the financial staff, Finance Committee, and Select Board for the town and recommends appropriate policies and practices. Monitors fiscal operations throughout the fiscal year, reports financial conditions, coordinates with departments and committees, and reports to the selectmen as requested. Reviews all revenues collected and recommends changes to fees, charges, and development of new sources of revenue.

Prepares applications for grants, administers grants received, works with appropriate state, federal, and private officials on various town projects as required.

Assures the town effectively pursues federal and state grants and other sources of non-tax revenue where applicable. Keep track of existing and recurring expenditures with a focus on streamlining and cost savings.

#### Insurance

Attends insurance advisory committee. Works with town treasurer. Serves as primary contact regarding the town's general insurance programs.

#### Town Counsel

Works with town counsel on matters affecting town government and matters involving litigation. Acts as primary liaison with legal counsel on matters relevant to the town.

#### Permits and Licenses

Administers the permit and license procedures with the select board.

#### Budgets

Develops the operating and capital budgets of the town, including planning documents, scheduling, and coordinating with all departments, boards and committees the required documentation to complete consolidated capital improvement budgets. Analyzes budget reports, financial statements, request for the proposal and other documents; make recommendations and forward documents for further action

as required. Responsible for preparing the town's annual budget for review and approval of the finance committee and select board.

#### Town Meeting

Responsible for the preparation and presentation of the town's annual operating budget and capital budget to the Board of Selectmen and Finance Committee. Participates in the development of and revision to the capital improvement program; responsible for the preparation of the annual and special town meeting warrants; responsible for the town report. Monitors the financial condition of the town. Supervises the maintenance of financial records. Signs warrants for payment of the town's obligations.

#### Reporting

Coordinates compilation of annual town reports. Prepares a variety of reports, memoranda, presentations, analytical and statistical reviews, and correspondence, including on the Board of Selectmen's behalf.

#### Public interaction

Responds to inquiries, complaints, and problems, and provides assistance to department heads, town staff, local and state officials, and business and community leaders, citizens, media and the general public.

Serves as the town's public relations officer. Responsible for maintenance of the town's web site content and other communications assets in facilitating better communication with citizens.

Answer complaints and refers complaints to the proper town department for attention and submits recommendations for the disposition of specific complaints to the Board of Selectmen; develop and administers processes required to resolve complaints, concerns and issues from the public and from within the town. Keeps records of complaints and important communications.

#### Procurement

Acts as chief procurement officer and shall be responsible for the purchase of all supplies and materials and equipment except for books and other media of the library and shall approve the award of all contracts for all departments of the town. Shall make purchases for departments not under his/her purview only upon in accordance with requisitions duly signed by the heads of such departments.

#### Other job duties

Oversees and ensures that infrastructure requirements (i.e. Computer information systems, databases, records) are managed effectively; drafts budget requirements/purchase plans for necessary technical replacements and/or upgrades that are compliant with applicable standards and needs.

Researches and analyzes current practices and trends in local government administration; prepares management reports, policy statements and other materials for consideration by the Board of Selectmen and other boards and commissions.

Maintains professional competence through participation in workshops, seminars and training programs provided by professional organizations.

Performs all other duties as assigned.

Performs similar or related duties as required, directed or as situation dictates.

Performs all other related duties and functions as may be required or directed by the Select Board.

Job type: Full-time

Pay: \$70,000 - \$90,000 per year

Benefits:

- Dental Insurance
- Health Insurance
- Life Insurance
- Retirement plan
- Vision Insurance
- Paid time off

Schedule: Monday to Friday – flexibility required

Ability to commute/relocate:

- North Brookfield, MA 01535: Reliably commute or planning to relocate before starting work (required)

Work location: Town offices – in person.