

**Town of Rutland Town Administrator  
Job Description  
Approved 10-6-14**

**General**

The Town Administrator is the Chief Administrative Officer of the Town. Working under the policy supervision of the elected Board of Selectmen, the Town Administrator is responsible for the proper administration of town government.

**Qualifications**

1. A minimum of a BS or a BA in Public Administration, Political Science, Business Administration or similar fields. A Master's degree is preferable.
2. Five years minimum experience, with three years in Massachusetts preferred, in managing a business with greater than 100 employees or a Town of 5,000 or more inhabitants;
3. Knowledge of municipal finance, procurement, budgeting and capital planning;
4. Significant experience in collective bargaining and human resource management;
5. Knowledge of information systems;
6. Superior interpersonal, oral and written communication skills; and
7. Ability to communicate professionally and interact cooperatively with co-workers, the public and town officials.

**Duties and Responsibilities**

- A. Chief Administrative Officer
  1. Serves as agent of the Board of Selectmen;
  2. Responsible for proper operation of all town affairs on a day to day basis;
  3. Supervise, direct and be responsible for the efficient administration of all departments and employees under the jurisdiction of the Board of Selectmen;
  4. Coordinate with all committees, commissions and officials not under the jurisdiction of the Board of Selectmen;
  5. Preparation of annual and special Town Meeting Warrants.
  6. Signs all warrants
  7. Oversees all insurance, including health, property and liability
- B. Chief Procurement Officer pursuant to MGL Ch. 30B.
  1. Authorizes all expenditures
  2. Oversees and approves all purchases of goods and services for goods and services whether procured under the provisions of Ch. 30B or not

C. Personnel Director

1. Administers the Town's Personnel By-law, including maintenance of centralized personnel records, preparation of annual evaluation of Town employees and recommendation of compensation;
2. Negotiates all collective bargaining agreements for the Town;
3. Organizes staffing in Town Hall to maximize efficiency and eliminate duplication of services.
4. Responsible for compliance with federal and state employment laws and regulations;
5. Coordinates the hiring process for Town employees to ensure a fair process and compliance with state and federal hiring laws and regulations
6. Creates and maintains accurate job descriptions for all Town positions under the jurisdiction of the Board of Selectmen and works cooperatively with those that are not
7. Recommends appropriate classification and salary plans for all Town positions under the jurisdiction of the Board of Selectmen and works cooperatively with those that are not
8. Manages the Town's Workers Compensation and Injured on Duty Programs working closely with departmental managers in compliance with relative MGL.
9. Certifies changes to all employees' pay and benefits and approves the addition of new employees to the payroll

D. Appointments

1. The Town Administrator shall appoint, based upon merit and fitness, all employees under the jurisdiction of the Board of Selectmen. (excludes Fire Department personnel appointed by the Fire Chief)
2. The Town Administrator shall appoint, based upon merit and fitness all department heads, subject to confirmation by the Board of Selectmen.

E. Financial

1. Serves as the chief financial officer for the Town.
2. Serves as the Budget Director and is responsible for coordination and submittal of all departmental budgets to the Board of Selectmen for review and coordinates with the Town's Finance Committee.
3. Makes recommendations on all Town department budgets.
4. Periodically reviews all department expenditures against appropriations and presents quarterly progress reports to the Board of Selectmen.
5. Investigates alternative revenue sources, including but not limited to federal and state grants.

6. Responsible for the preparation and maintenance of the Town's Capital Improvement Plan. Working with the CIPC, prepares recommendation for annual capital request and prepares five year capital plan for purchase and maintenance of capital assets.
- F. Other
1. Under policy direction of the Board of Selectmen, coordinates with Town Counsel on legal matters affecting the Town.
  2. Responsible for the management of all properties under the authority of the Board of Selectmen.
  3. Responsible for media and public relations.
  4. Represent the Town's interests in all regional endeavors, including but not limited to the Wachusett Regional School District, Baypath Regional School District and the Rutland Regional Emergency Communications Center.
  5. Responsible for the coordination of town-wide information technology and systems.