

TOWN OF WELLFLEET

Department: Administration
Position Title: Assistant Town Administrator
Classification: Permanent Full-Time, Confidential
Reports To: Town Administrator

QUALIFICATIONS:

Education:	Graduate of an accredited four-year college with a Bachelor's Degree preferably in urban planning or public administration; strong preference given to candidates with an MPA or equivalent.
Experience:	Minimum of three years of compensated management experience in planning or public administration, experience in both preferred, but a Master's Degree may substitute for some experience; familiarity with Massachusetts General Laws as they pertain to municipal planning and governance preferred; knowledge of principles and practices of planning, zoning and related land-use regulations, procedures, codes and standards.
Certifications:	American Institute of Certified Planners or similar planning certificate preferred.
Physical Requirements:	Some fieldwork required, including site visits to remote areas with limited or no vehicular access. The ability to identify and distinguish colors, peripherals, topography and distances a must.
Other:	A valid Massachusetts driver's license is necessary, as is a reliable automobile.

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JOB DESCRIPTION: Assistant Town Administrator

Summary of Position Responsibilities:

The Assistant Town Administrator (ATA) performs complex professional, administrative, and management work in assisting the Town Administrator in the daily administration and management of ongoing Town activities and advising the Board of Selectmen in discharging the duties of their office. The ATA works closely with the Town Administrator to ensure the effective and efficient delivery of Town services. The ATA serves as the Town Administrator in his/her absence.

The ATA assists the Town Administrator in managing and coordinating all employees, activities and departments placed by state law and bylaw or charter under the control of the Administrator and the Board of Selectmen.

Acting as the Town Planner, the ATA exercises independent judgment and initiative in the performance of highly responsible work of a complex and technical nature relative to public sector land use planning and management. The position requires the interpretation and enforcement of applicable laws, codes, regulations, and policies. The ATA provides professional guidance and assists the Planning Board in the discharge of the Board's statutory and regulatory duties.

The position has access to considerable confidential and sensitive information requiring the application of a sophisticated level of judgment. Errors could result in significant confusion and delay and cause continuing adverse effects on the Town's ability to deliver services, cause loss of municipal revenues, improper disclosure of confidential information, legal and financial repercussions, and/or cause adverse public relations.

General Functions:

Primary duties and responsibilities focus on providing professional, technical and administrative support in five key areas:

1. Town Administration

Serves as the principal assistant to the Town Administrator, and assists the Town Administrator in the management and performance of his/her duties in conformity with the requirements of the Wellfleet Charter. Assists the Town Administrator in managing and coordinating all employees, activities, and departments placed by state law, bylaw or charter under control of the Administrator or the Board of Selectmen. Keeps the Town Administrator fully informed as to the needs and problems of the Town, and shall recommend to the Town Administrator such measures that require action by the Town.

Acts for the Town Administrator in his/her absence and provides continuity in the

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administrative leadership and management of the municipality under the supervision of the Board of Selectmen.

Assists the Town Administrator in evaluating the adequacy and appropriateness of insurance coverage and risk management practices. Recommends changes to insurance coverage and to Town policies and procedures to appropriately manage risk.

Assists the Town Administrator in the development of the annual budget request, capital budget development and budgetary analysis.

2. Municipal Planning

As the senior Planning Officer for the Town of Wellfleet, provides technical assistance and information to citizens, landowners, developers, attorneys, engineers, and other interested parties seeking interpretation of the town's zoning bylaws and the subdivision rules and regulations of the Town of Wellfleet.

Provides technical assistance to the Town Administrator and town departments in organizational, operational and land-use planning, as well as community development matters.

Provides staff assistance to the Planning Board with respect to town planning. Attends meetings of the Planning Board, assuming the Town Administrator's ex officio seat. Reviews and analyzes submissions to the Planning Board. Furnishes professional, technical and administrative assistance in updating and maintaining the Wellfleet Local Comprehensive Plan, updating and clarifying zoning bylaws, and maintaining specific knowledge of regional planning issues. Represents the Town of Wellfleet at regional, state and federal planning meetings.

The ATA assists other boards, committees and commissions engaged in planning related function such as the Citizens Economic Advisory Committee and the Housing Authority. Errors could result in injury to or loss of protected resources, could have legal and financial repercussions, and/or cause adverse public relations.

Performs research, analysis and policy development in the area of long-range and strategic planning for the Town of Wellfleet.

3. Personnel Administration

As the senior Human Resources Officer for the Town of Wellfleet, assists the Town Administrator in the administration and enforcement of the personnel bylaws and labor agreements, including — but not limited to — the maintenance of a centralized personnel records system, the development and execution of a performance evaluation system, and

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day-to-day personnel management processes such as hiring, training, evaluating, disciplining and promoting.

Assists the Town Administrator in his/her role as agent for the Board of Selectmen in collective bargaining and non-union matters. Supports and attends meetings and negotiations with union and non-union representatives.

4. Procurement and Purchasing

Assists the Town Administrator in the procurement of goods and services pursuant to MGL Ch. 30B, Ch. 149 and Ch. 30 Sec. 39M including procurement of design and construction services. Is responsible for recurring procurement activities necessary for the cost-effective operation of the Town. As necessary, develops, publishes, oversees and administers requests for proposals, invitations for bids and requests for qualifications and other documents and processes under the procurement, designer selection and prevailing wage laws of the Commonwealth of Massachusetts. Assists other Town employees in complying with all procurement laws and required Town practices

5. Construction and Grant Management

As the lead Construction staff person for the Town of Wellfleet, assists the Town Administrator in the administration and oversight of municipal construction projects in the Town. As delegated, serves as liaison between Town administration and designers, contractors, suppliers, Town departments and the public relative to proposed and ongoing construction projects.

As the lead Grant staff person for the Town of Wellfleet monitors grant opportunities and assists the Town Administrator in applying for and administering all grants awarded to the Town.

6. Other Duties

Performs such other duties as may be required by the General Laws, the Wellfleet Town Charter, Bylaws, Town Meeting votes, by vote of the Board of Selectmen, or as directed by the Town Administrator.

The essential functions and 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.

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Weekly Hours

The Assistant Town Administrator shall be required to devote the amount of time necessary to discharge effectively, professionally, and diligently the duties of the position, to serve the town, and assist in the management of the affairs of the town, departments and employees as assigned. The Assistant Town Administrator's work week shall ordinarily consist of a five (5) day week, Monday through Friday, of forty (40) hours, in addition to evening and/or weekend hours that may be necessary from time to time in order to discharge his/her duties.

The Assistant Town Administrator shall not be allowed to accrue a bank of compensatory time for excess hours worked, but said excess time shall be compensated for in the form of a flexible schedule.

Job Environment

Work is performed in a typical office setting, but frequent on-site inspection work is conducted in remote field locations with exposure to various, including harsh weather conditions.

Operates standard office equipment, including computer, calculator, and facsimile. Uses standard word processing and spreadsheet software.

Performs advanced analytical tasks of a complex nature, exercising considerable independent judgment and initiative in providing technical advice to the Town Administrator, the Board of Selectmen, and various town boards and commissions, including the Planning Board, the Personnel Board, the Conservation Commission and the Natural Resources Advisory Board as examples, in making decisions on matters for which there are few existing guidelines and for which considerable ingenuity is demanded. Exercises significant responsibility and accountability in the effective recommendation of policies, plans and procedures on which critical managerial decisions are based and which have long-range affect on financial commitments and liabilities of the town.

Communicates clearly and effectively both orally and in writing; reads and understands complex maps and plans.

Maintains extensive and frequent internal and external contacts at all levels involving a high degree of diplomacy, tact, judgment, timing and persuasion. Externally, deals with the public, interest groups, attorneys, engineers, developers, consultants, and federal, state and local officials. Internally, coordinates daily with all town departments, boards, commissions and committees dealing with planning, personnel administration, and resource management. Represents the Town in complex situations and negotiations.

FLSA status

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This position is exempt under the Fair Labor Standards Act.