

## **TOWN OF WAYLAND POSITION DESCRIPTION**

**Title:** Assistant Town Administrator

**Department:** Selectmen's Office

**Appointing Authority:** Town Administrator

**Affiliation:** Non-Union

**Grade:** N-9

**Personnel Board Approved:** 11/20/17

### **Summary of Duties**

Reviews, evaluates and makes recommendations to the Town Administrator on a wide-variety of Town-related issues; performs managerial, administrative, planning and coordination duties including but not limited to budgets, purchasing, legal matters and special projects; serves as a member of the senior leadership team along with the Town Administrator and Finance Director/Town Accountant; assists the Town Administrator on assigned projects.

### **Supervision Received**

Works under the administrative direction of the Town Administrator

Performs varied, responsible and highly complex functions which require considerable judgment and initiative in determining courses of action which may be guided by statute, established guidelines, collective bargaining agreements or precedent; work involves the ability to interpret and apply statutes, regulations, policies and procedures to a wide variety of matters.

### **Supervision Exercised**

Directs the activities of Town employees in the absence of or as directed by the Town Administrator.

As assigned by the Town Administrator, exercises direct supervision over specific Town Departments, Department Heads or Town functions; develops and establishes departmental objectives and performance standards.

### **Job Environment**

Work is generally performed in typical office conditions, with frequent interruptions and requests for information; attends Board of Selectmen, other board, committee and commission meetings and forums as necessary.

Operates a computer and standard office equipment.

Makes regular contact with Town boards, committees and commissions, employees, department heads, state and federal agencies, Town Counsel, consultants, and the public; contacts involve a wide-variety of complex Town issues; contacts require considerable judgment, persuasion, strategy, patience, courtesy and discretion and the ability to handle sensitive and confidential information.

Has access to Town-wide confidential information including legal proceedings and bid proposals.

Errors in judgment could affect the Town's ability to deliver services and could result in substantial costs, expose the Town to legal liabilities, and affect public confidence.

### **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.*

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; manages projects for the Town Administrator.

Responsible for managing and developing Town's procurement and purchase order system.

Serves as the Town's primary procurement officer on behalf of the Chief Procurement Officer; ensures compliance with relevant public bidding laws; oversees purchasing and procurement functions performed in support of Town operations; receives and tabulates bids; maintains contacts with vendors; meets with other procurement staff (DPW, Facilities); review contracts and negotiates terms where applicable; provides oversight and instruction for proposal evaluation; advises departments and vendors as to established procedures; reviews for compliance and approves all purchase orders; establishes procedures for formal advertising, bid proposals and requests for proposals consistent with Town and State rules and regulations.

Responsible for the transfer, sale, exchange or trade of supplies, materials and equipment in accordance with applicable statutes and ordinances.

Is responsible for contracting for goods and services provided to the Town; establishes and oversees the contract amendment process; draft contracts; maintains a repository of Town contracts; implements a contract generation tool to produce consistent contracts and bid documents and increase productivity.

Works with each department head responsible for development of an annual detailed department operating budget.

Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Administrator in his/her absence; serves as acting Town Administrator when so designated by the Town Administrator or Board of Selectmen.

Assists the Town Administrator as directed on a variety of administrative issues; completes special projects as assigned.

Develops and recommends to the Town Administrator administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures as directed; advises on the effectiveness of policies and procedures and keeps senior management informed on relevant issues.

Advises Town Administrator, Boards and Commissions on a wide variety of operational and administrative issues; ensures compliance with applicable federal and state laws, Town by-laws, Town policies and procedures.

Has frequent contacts with the Town employees, Department Heads, Town Boards, Committees and Commissions, other municipal and governmental bodies, the press, Town residents and the public.

Develops, recommends, implements and administers Town By-laws, policies and procedures.

Mediates employee disputes; works to improve communication within Departments; provides advice and counsel to Department Heads on a wide variety of matters.

Performs other duties as assigned by the Town Administrator.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree in public administration, business administration or related field; Master's Degree preferred.

#### **Experience:**

Over 7 years of related professional experience, with experience in project management and information technology preferred.

#### **Substitutions:**

An equivalent combination of education and experience.

#### **Licenses/Certificates:**

Must have a valid license to operate a motor vehicle. MA Certified Public Procurement Officer preferred. If not certified, must begin certification process within 12 months of start date.

#### **Knowledge, Abilities and Skills:**

Ability to exercise a high degree of diplomacy and judgment and handle sensitive issues discretely.

Ability to communicate effectively orally and in writing.

Ability to work with all levels of the organization, including appointed and elected boards, committees and commissions, department heads, and staff, as well as legal counsel, consultants, and the public.

Ability to identify goals and objectives and organize workload.

Ability to prepare, manage and review budgets.

Ability to administer and interpret regulations, policies and procedures firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus.

Ability to distinguish between and serve in a managerial capacity while maintaining role as chief negotiator.

Skill in the operation of a personal computer and general office equipment. [More inclusive/generic description]

Organizational and budgetary skills.

Excellent interpersonal skills.

Skill in developing policies and procedures to ensure equity within the organization.

### **Physical Requirements**

Light physical effort required to perform duties under typical office conditions.  
Frequently required to sit, communicate, and move around the Town Building.  
Occasionally required to move, push or pull items weighing up to 40 pounds.  
Occasionally required to visit employee worksites outside of the Town Building.  
Occasionally required to attend outside meetings and conferences.

*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.*