

# TOWN OF CHESTERFIELD

**Job Title:** Town Administrator  
**Department:** Administration  
**Reports To:** Select Board  
**Hours:** 40 hours/week  
**Hiring/Appointing Authority:** Select Board  
**Job Description**     **Revised:** March 31, 2021     **Approved:** March 31, 2021

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## ***Position Summary:***

The Town Administrator performs administrative, professional, and supervisory work related to the policies of the Town of Chesterfield under the direction of the Select Board.

## ***Essential Duties and responsibilities:***

- **Town Operation:** Is responsible for the operation of the Select Board office and oversight of Town Departments as directed by Select Board. Prepares and maintains agendas and minutes for Select Board meetings. Researches, implements and makes recommendations to the Select Board on Town operations and policies. Recommends and takes initiative to improve Town operations.
- **Departments:** Advises and assists department heads in performing the functions of their offices as directed by the Select Board.
- **Budgeting:** Assists Select Board in the preparation and review of budgets.
- **Liaison:** Interprets the provisions of the Massachusetts General Laws and serves as liaison with Town Counsel. Acts as liaison between the Select Board and residents, and serves as liaison to local, State and Federal agencies and other groups as the Select Board's representative concerning Town procedures, policies, and issues.
- **Procurement:** Works under the direction of the Chief Procurement Officer and with department heads/Town boards to develop specifications, provide bidding documents, and place advertising. Coordinates bidding procedures, records awards, reviews contracts, and provides oversight/monitoring of contracts. Monitors prevailing wage and Chapters 7, 30B, 30(Sect. 39M) and 149 compliances, preparing any necessary reports. Conducts Request for Proposal, Bid, and Quote procedures.
- **Grants:** Serves as Grant Administrator for the Town as directed by Select Board. Duties may include researching grants, preparing applications in association with relevant departments and boards, and administering grants, preparing reports, overseeing contracts, and tracking expenditures.
- **Support:** Provides technical support for volunteer boards and commissions. Provides coordination of efforts between boards and Town administration.
- **Other:** Performs other functions as assigned by the Select Board including:
  - Maintains a file of insurance policies.
  - Insures that an inventory of all property is compiled and updated.
  - Attends professional organizations and conferences to increase knowledge and expertise, and make professional contacts.

## ***Supervisory Responsibilities:***

Supervises clerical, custodial, grounds, and maintenance personnel, and manages volunteers as directed by the Select Board.

## Desired and Required Qualifications for the Town Administrator:

### ***Education and Experience:***

- Bachelor's degree preferred with experience in an administrative and/or management position with some supervisory responsibility, preferably in a municipal setting.

### ***Necessary Knowledge, Skills and Abilities***

- Knowledge of the policies, principles, and procedures of municipal government and public administration.
- Knowledge of applicable State and Federal laws and regulations, Town by-laws, and Federal and State grant programs.
- Knowledge of, and experience with, computers including word-processing, spreadsheets, and database programs.
- Ability to communicate clearly and concisely in person, by phone, and in writing.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people including State and Town officials, employees, vendors, and citizens.
- Knowledge of researching, writing, and administering grants. Demonstrated experience and success in this area.
- Ability to organize time efficiently and to maintain accurate records.
- Ability to work independently and to accept direction from the Select Board.