Town of Oak Bluffs

ARTICLE 6
Voted in the majority, as amended, to **establish the position of Town Administrator** for the Town of Oak Bluffs with a term, compensation and duties to be determined from time to time by the Board of Selectmen, to read as follows:

In accordance with Massachusetts General Laws, **Chapter 41, § 23A**, as amended, the Town of Oak Bluffs hereby authorizes the Selectmen to establish the position of Town Administrator, to be appointed by the Selectmen for a period of one or three years and to be removed by the Selectmen at their discretion. The Town Administrator shall be sworn to the faithful performance of his duties. During the time that he holds office he shall hold no elective town office, but he may be appointed by the selectmen or, with their approval, by any other town officer, board, committee or commission, to any other town office or position consistent with his office. He shall receive such aggregate compensation, not exceeding the amount appropriated therefore, as the selectmen may determine. He shall act by and for the selectmen in any matter which they may assign to him relating to the administration of the affairs of the town or of any town office or department under their supervision and control, or, with the approval of the selectmen, may perform such other duties as may be requested of him by any other town officer, board, committee or commission.

Specifically:

1. The Town Administrator shall serve as Chief Administrative Officer for the Town of Oak Bluffs, and be responsible for the daily management of the Town.

2. Organize and oversee the proper maintenance of records, documents, contracts, plans, and other information within the jurisdiction of the Board of Selectmen.

3. Coordinate town activities and operations as necessary to ensure effective management of town affairs; provides advice and consultation to all town boards, departments, and committees.
4. Assist the Board of Selectmen in formulating policy through research and recommendations.

5. Organize and set agendas for Board of Selectmen meetings; attend regular and special meetings of the Board of Selectmen and other town boards/departments as requested and participate in the discussion of matters before the Board as requested.

6. Conduct research in specific issues for the Board of Selectmen and report findings and recommendations in a timely manner.

7. Ensure activities of town agencies are in conformity with directives of the Board of Selectmen and Town Administrator; initiate corrective action whenever necessary.

8. Coordinate the development and preparation of town meeting warrants, and ensure warrants and annual reports are printed and published in a timely manner.

9. Represent the Board of Selectmen at meetings of state, federal, municipal, school, and regional agencies.

10. Receive and answer citizen questions and complaints.

11. Assume other duties or tasks as delegated by vote of the Board of Selectmen or by the Chairman.

12. Ensure projects and programs are effectively coordinated by following the progress of such projects and programs, ensuring communication is maintained among officials and employees involved, and report to the Board of Selectmen on problems encountered.

13. Oversee maintenance of all town buildings with the exception of school buildings.

14. Act as a liaison with Town Counsel, Special Counsel, Labor Counsel, and Bond Counsel.

15. Act as coordinator working with elected and appointed officials in the preparation and annual maintenance of a five-year financial forecast and five-year Capital Outlay plan.

16. Prepare uniform procedures to be used for the preparation of the annual budget and the Capital Improvements Program; coordinate activities with Town Accountant, Finance Committee, and the Capital Improvements Committee, ensuring all departments adhere to budget preparation schedules.

17. Review and analyze budget requests submitted by all departments, boards, commissions and agencies, and make recommendations to the Board of Selectmen for its consideration.

18. Prepare and manage the budget of the office of the Board of Selectmen, and for all other town functions assigned to the Board.

19. In consultation with the Town Accountant, Town Treasurer, and Tax Collector, analyze monthly finance reports and apprise the Board of Selectmen as to the financial condition of the Town.
20. Supervise purchasing activities and the preparation of bid documents, negotiate and administer contracts as required by Massachusetts General Law and the Board of Selectmen; act as the Town's Chief Procurement Officer.

21. Prepare or oversee the preparation of grant applications and coordinate grant proposals to ensure each proposal is consistent with Town policies.

22. Serve as personnel administrator for the Town.

23. Manage the daily activities of employees and officials under the aegis of the Town Administrator.

24. Ensure personnel practices for all employees covered by the Personnel Bylaw are consistent with the Personnel Bylaw, Personnel Administration requirements, union contracts, state and federal laws and regulations.

25. Assume responsibility for the daily administration of the personnel system within the town government, including the maintenance of personnel records and the enforcement of rules and regulations.

26. Assist in the negotiation of collective bargaining contracts.

27. Subject to a confirmation of the Board of Selectmen, appoint employees of Boards, Commissions, Councils, or Committees appointed by the Board of Selectmen.

28. Conduct performance evaluations and recommend wage adjustments for employees as appropriate.

29. Address violations of work Rules and Regulations for all employees covered by the Personnel Bylaw and conduct investigations as may be necessary; initiate corrective action for employees directly under the Town Administrator's supervision; meet with Department Heads and recommend corrective action for other employees consistent with Personnel Bylaws or Collective Bargaining agreements.

30. Maintain a roster of all persons in the Town's service.

31. Direct employee orientation, training counseling and career development in conjunction with Department Heads.

It is desirable that a candidate for this position should have a Bachelor's Degree in Public Administration or Business Administration, (Master's Degree preferred),

and five (5) to seven (7) years of experience in public administration or business administration, or equivalent education and experience, and prior municipal experience in a chief administrative officer capacity is desirable. A candidate for this position should have knowledge of federal and state laws and regulations affecting municipal government, the principles and practices of municipal government, personnel management, administration and finance; and should have skill in public relations, presentation, public speaking, municipal finance, personnel management, and purchasing management.