

ASSISTANT TOWN ADMINISTRATOR

JOB SUMMARY

Assists the Town Administrator in coordinating the daily administrative functions of the Office of Selectmen; supervises and coordinates the daily operations of the Land Use Division. This is a high level professional position involving management responsibility, exercising leadership and coordinating the planning, engineering, zoning, code enforcement and development activities of the Town.

SUPERVISION RECEIVED

Under the direction of the Town Administrator, the Assistant Town Administrator works independently performing department head level work in planning, organizing and directing the Land Use function.

SUPERVISION EXERCISED

Provides daily supervision to employees in the Planning, Engineering, and Zoning Departments. Coordinates the activities of Town department heads and supervises personnel in the absence of the Town Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the daily administrative functions of the Land Use Division. Coordinates with Town Counsel regarding land use issues.

Prepares the annual Planning, Engineering and Zoning department budgets; provide support to various land use boards and committees throughout the budget process.

Supervises staff assignments, provides or obtains training for staff, provides discipline as required in accordance with Town policies and applicable union contract(s).

Attends, or assigns staff to attend, Planning Board, Zoning Board of Adjustment, Conservation Commission, Municipal Utility Committee, and other special committee meetings and public hearings as necessary.

Coordinates the technical activities of the Planning, Engineering and Zoning departments with the other Town departments.

Coordinates the activities of department heads and supervises personnel in the absence of the Town Administrator. Assists the Town Administrator in managing the personnel functions of the Town.

Prepares and/or participates in special projects as assigned by the Town Administrator or the Board of Selectmen. Attends Board of Selectmen meetings as necessary

Keeps current and up to date concerning professional developments in the fields of municipal development and planning, code enforcement, employee development and office management.

Answers public inquires and complaints and notifies Town Administrator and Selectmen of same, as necessary.

Performs other duties as assigned.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel engaged in analyzing problems, preparing technical reports and formulating recommendations; ability to delegate responsibility; ability to speak, write and communicate effectively; ability to establish and maintain effective working relationships with officials, employees and the public; should possess a strong knowledge of planning, engineering and zoning principles and practices; knowledge of State statutes dealing with Town administration and land use. Preferred skills to include Human Resources experience, skill in personnel administration function, such as hiring, firing, promoting, training, etc; strong familiarity with Town administrative procedures, knowledge of the principles and practices of municipal finance.

MINIMUM QUALIFICATIONS REQUIRED

Graduation from a college or university with major course work in Public Administration, Urban or Regional Planning, Engineering, Finance or closely related discipline is required. Ten years progressively responsible administrative experience including at least five years in a supervisory capacity; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

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