

Town Administrator – Responsibilities and Duties
as approved by Board of Selectmen
August 3, 2015

1. The Town Administrator shall be the Chief Administrative officer of the Town and shall function under the policy guidance of the Board of Selectmen.
2. The Town Administrator is responsible for the daily supervision of all Town employees hired by the Board of Selectmen and shall coordinate with all other departments and employees of the Town.
3. The Town Administrator shall annually confer with all appropriate authorities, including the Town Accountant, Treasurer, Collector of taxes and others as necessary, to produce an estimate of revenues available for the ensuing fiscal year, and shall make the estimate available to the Selectmen and Finance Committee.
4. The Town Administrator shall annually call for all department budgets and shall prepare a draft budget, balanced with available revenue, for submission to the Board of Selectmen and Finance Committee for their review and approval or recommendation.
5. The Town Administrator shall be responsible for the review and accuracy of all warrants for the payment of bills and employee payroll. His/her signature shall be sufficient approval for payment of all warrants, if designated by the Board of Selectmen or if the Selectmen's signatures are not available.
6. The Town Administrator shall review all departmental budgets during the course of the fiscal year to ensure actual spending is consistent with budgeted sums and shall keep the Board of Selectmen and Finance Committee advised of any pending concerns.
7. The Town Administrator shall be the Chief Procurement Officer of the Town and shall ensure that all purchasing and contract award is made in a manner consistent with Mass. Statute and local by-law.
8. The Town Administrator shall serve as the personnel officer of the Town and shall be available to assist all appointing authorities with training, recruitment, discipline and termination of all employees. He/she shall further ensure that a system of annual employee evaluation is in-place, as approved by the Board of Selectmen, and that all employees of the Town receive an annual work performance evaluation.
9. The Town Administrator shall administer the Town's insurance program including workmen's compensation, employee group health/life insurance and property/liability insurance.
10. The Town Administrator shall serve as the liaison between the Town and other local, State and Federal officials, as well as Town Counsel and other advisors to the Town.
11. The Town Administrator shall attend all meetings of the Board of Selectmen and Town Meetings, unless excused by the Board of Selectmen.
12. The Town Administrator shall perform all other duties as he/she may be assigned from time to time by the Board of Selectmen."