

**TOWN OF MONTAGUE
JOB DESCRIPTION**

POSITION TITLE:	Assistant Town Administrator	DATE:	June 2022
DEPARTMENT:	Selectboard Office	GRADE:	I
REPORTS TO:	Town Administrator	FLSA:	Exempt

Statement of Duties

Position provides professional management for the Town of Montague with a specific focus on the planning, design, and implementation of initiatives related to economic and community development, municipal facilities, and infrastructure. In this context, core activities will regularly include the development of strategic plans, grant-making, grant and contract management, procurement, hiring and management of contractors, and administrative process management; as well as inter-departmental coordination and management of assigned special projects.

This position is collaborative in its design and requires the position holder to work closely with department heads who may hold primary or overlapping responsibility for operations or projects. Key collaborators include the Town Administrator, and leaders of the DPW, WPCF, Planning, and Buildings departments, as well as leaders of other departments that manage or operate within facilities other than Town Hall. Employee will regularly collaborate with department leaders and assume additional responsibility when the Town Administrator is unavailable.

The position will engage and support Town boards, including but not limited to the Capital Improvements Committee, the Montague Economic Development Industrial Corporation, the Montague Energy Committee, and any ad hoc facility study or building committees. The position will support the Planner and Building Inspector as needed relative to matters of relevance to the Planning Board and Zoning Board of Appeals, and any other boards that they may support.

Supervisory Responsibilities

Responsibilities include support for supervision and evaluation of department heads as designated by the Town Administrator, as well as the management of vendors and other individuals implementing projects on the Town’s behalf. Employee supervision will include ensuring that proper work procedures and performance standards are upheld, supporting employee development, providing performance feedback, and implementing personnel policies and systems in conjunction with the Town Administrator in a manner consistent with established human resource policy.

Employee may have access to town-wide confidential information including personnel files, collective bargaining negotiations, criminal investigations, and lawsuits; at the discretion of the Town Administrator.

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Supervision/Guidance Received

Employee works with substantial autonomy under the direction of the Town Administrator. Employee performs all functions in conformance with general directives and objectives set forth by the Town Administrator and Selectboard, but within that context is assumed to employ substantial discretion in the scoping and execution of work assignments. Employee establishes goals, objectives, and methods for accomplishing work, and assumes direct accountability for results of projects under their management. Employee seeks advice and counsel of the Town Administrator on matters that the employee does not have the authority to resolve.

Employee approaches all work in a manner consistent with statutory requirements, state and federal regulations, applicable professional standards, and town by-laws. Employee is expected to resolve conflicts and coordinate with others as necessary. Job performance is subject to evaluation by the Town Administrator, who may elect to seek input from other collaborators.

Job Environment

Work is performed according to administrative or organizational policies, general principals, legislation, or directives as they pertain to municipal operations. Extensive judgment and ingenuity are required to develop new, or adapt existing, methods and approaches for accomplishing work objectives; and to deal with new or unusual requirements within the limits of existing guidelines and policies. In cases of substantial ambiguity, the employee will consult with the Town Administrator, who serves as the town's authority in interpreting and applying guidelines and policies. Work consists of managerial functions and processes such as planning, organizing, coordinating, evaluating, and integrating activities and programs relevant to multiple departments, particularly in the area of capital facilities and infrastructure projects.

Errors can result in delay or loss of service, legal repercussions, and monetary loss.

The employee is expected to maintain constant contact to respond to inquiries, requests, or complaints regarding municipal operations. The position has ongoing contact and responsibility for maintaining positive relations Town departments; selected Town committees; local, state, and federal agency staff; the local business community; contracted vendors; and various other groups and organizations. Contacts may occur in person, remotely via video or phone, and in writing to give or receive information, coordinate and administer work, resolve problems or respond to inquiries.

Position Functions

The essential functions or duties listed below are intended only as illustration 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, or extension of, the position. Work is performed under supervision of the Town Administrator.

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1. Manages the community and economic development efforts of the Town including overseeing development of plans and studies; conceptualizing land-use strategy; organizing community and business development efforts; managing contracted resources; coordinating the town's marketing and promotion efforts; and administering the town's Economic Development Incentive Program (EDIP), including the preparation of Tax Increment Financing (TIF) agreements and coordinating the town's related advisory committee.
2. Develops short- and long-range capital improvement plan focused on municipal facilities and infrastructure. Manages the development of Town-wide asset inventories, and assesses and prioritizes among competing demands for maintenance and improvement. Develops Six-Year and extended capital plans in close coordination with departments and the Capital Improvements Committee. Works with the Town Administrator, Selectboard and Finance Committee to build a sustainable financial strategy to support implementation of the capital plan.
3. Manages development and maintenance of a repository of Town facility and infrastructure plans to facilitate project design and implementation, and to enhance the ability to plan and execute work in the future. Identifies and implements appropriate technology or other tools to ensure long term preservation and accessibility of these plans.
4. Identifies and supports development of grant applications related to community and economic development, facilities, and infrastructure improvements. Assists with related contracting and oversees related grants management to ensure project managers maintain compliance with applicable grant requirements.
5. Manages/oversees procurement relative to design and construction projects, in coordination with responsible department heads and in consultation with the Chief Procurement Officer.
6. Acknowledging the provisions of G.L. 143, Section 3, provides oversight and support to the Building Inspector, and to the Town Planner/Conservation Agent, facilitating a team environment and ensuring that community development and economic development, and facilities and infrastructure planning, are effectively coordinately and informed across disciplines.
7. Serves as the town's Americans with Disabilities Act (ADA) Coordinator
8. Serves as the town's representative to local and regional transit organizations and initiatives, specifically to include the Franklin Regional Transit Authority, and to utility companies on matters related to community or economic development, energy policy, or land use.

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Recommended Minimal Qualifications

Education and Experience

A candidate for this position should have a Master's Degree in Regional, Urban or Community or Economic Development Planning (AICP preferred), or Public Administration or Public Policy, or a closely related field, AND a minimum of five to seven (5-7) years of experience working in a closely related municipal role; or an equivalent combination of education and experience.

Additional Requirements

A candidate for this position must also have a valid Massachusetts driver's license.

Knowledge, Skills and Abilities

A candidate for this position should have:

- Thorough knowledge of principles and practices of community and economic development, consensus building, public procurement, state and federal grantmaking, project management
- Thorough knowledge of zoning, bylaws, and statutes applicable to the work of the position

Skill in:

- Community engagement and facilitation, public speaking, and presentation
- Organization and synthesis of data for application in a municipal environment
- Synthesizing and prioritizing information from diverse stakeholders
- Development and execution of complex plans in response to community needs
- Grant writing and grant management
- Project management in a municipal context

And ability to:

- Establish and maintain harmonious and productive working relationships with town officials, colleagues, state and federal entities, and general public
- Effectively and diplomatically communicate both verbally and in writing
- Integrate current and future technology tools and software into daily work and institutional work process

Tools and Equipment Used

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The employee operates standard office equipment (e.g., personal computer, laptop telephone, copier, facsimile) and is expected to adapt to and integrate new equipment, systems, or technology over time.

Physical Requirements

The physical demands listed here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Minimal physical effort is required to perform administrative duties. The employee is regularly required to sit, listen and/or speak, use hands, walk and stand. Moderate effort is required when conducting site inspections in the field. The employee is routinely required to climb, balance, lift up to 10 pounds, and operate a motor vehicle during work hours.

Vision requirements include the ability to read routine documents for analysis and general understanding, and use a computer.

Work Environment

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations are considered to ensure individuals with disabilities can perform essential functions.

Administrative work is performed under typical office conditions. The nature of work is subject to fluctuations throughout the year. Increases in workload can usually be planned for in advance. If a problem arises, employee is expected to re-prioritize tasks as needed to resolve it. Employee is required to work outside of normal business hours and/or at night on a daily basis and/or at night at least one day or several days per week. Employee may be contacted at home at any time to respond to emergencies.

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.

Approved:

Board Chair

Date _____

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