

Commonwealth of Massachusetts  
Town of Lanesborough



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**Job Title: Town Administrator**

**Classification:** Exempt  
**Status:** Full-Time 40 Hours

**Pay Scale/Grade/Salary:** \$70,000-\$85,000  
**Reports to:** Select Board

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**Job Summary:**

The Town Administrator is responsible for assuring effective management of Town affairs and operations. Position serves as the Select Board's top administrative officer, performing professional, administrative, technical, and supervisory duties in working with the Select Board to oversee Town departments, activities, and projects; prepares and implements operating and capital budgets; supervises human resources functions, conducts research and provides information, and serves as liaison and coordinator between elected and appointed Town officials, employees, volunteers, and citizens. This position is expected to serve in a full-time capacity, including nights and weekends as necessary.

**Supervision:**

Works under the direction of, and is responsible to, the Select Board. Exercises administrative and management responsibilities over Town operations and departments under the jurisdiction of the Select Board. As the Select Board's representative, has supervisory oversight responsibility of various department heads and staff, except as otherwise provided by the General Laws.

**Job Environment:**

Acts as the communications hub for the Town- makes frequent contacts with local, state and federal officials, local business, community leaders, Town employees and department heads, committees and boards, and with the general public on behalf of the Town.

Has access to town-wide confidential information including personnel records, negotiating positions and bid proposals.

**Essential Functions:**

Performs varied professional municipal duties, and assumes responsibility for coordinating and directing Town activities on a day-to-day basis.

Monitors operations of all Town departments and any commissions, boards, or departments under the jurisdiction of the Select Board; helps problem solve, and trouble-shoots as needed. Keeps Select Board informed of issues, failures, and successes as appropriate.

Under the direction of the Select Board, directs and supervises all appointed personnel who are responsible to the Select Board, except as otherwise provided by the General Laws, and coordinates activities of the Select Board with activities of other Town departments, boards and commissions.

Makes recommendations to the Select Board concerning the appointment and or termination of Town employees.

Serves as liaison to all boards, departments and schools, as well as various state and federal governmental organizations. Assists Select Board in establishing goals and evaluating programs.

Communicates with Town staff concerning policies and procedures, ensures that boards and commissions are aware of policies and procedures, assists boards and commissions in an advisory capacity.

Serves as Chief Procurement Officer in overseeing the purchasing of supplies, materials and equipment, supervises competitive bidding process for contractual services. May meet and negotiate with potential vendors and contractors, as allowed by law, monitors the progress of consultants and contractors retained by the Town.

Coordinates and is responsible for implementing all insurance programs, policies and practices.

Assures the Town effectively pursues federal and state grants and other sources of non-tax revenue.

Responsible for preparing the Town's Annual Budget for review and approval of the Finance Committee and Select Board.

Facilitates the continuing development of a coordinated, up to date, technology system for all departments in the Town.

Responsible for conducting strategic planning for the Town and working with departments to address organizational gaps.

Facilitates and coordinates long-range planning in all Town departments and committees.

Assists in preparation of materials for meetings of the Select Board; attends all such meetings and advises the Board as appropriate.

Works with Town Counsel on matters affecting town government and matters involving litigation.

Responsible for coordination of all Town collective bargaining.

Serves as the Town's public relations officer. Responsible for maintenance of the Town's web site and other communications assets in facilitating better communication with citizens.

Performs all other related duties and functions as may be required or directed by the Select Board.

**Interaction with Select Board:**

It is recognized that the Town Administrator position derives its authority from the Select Board who remain ultimately responsible for all operations of the Town. The Town Administrator shall assure that Board members are kept well informed as to all ongoing operations. It shall be the obligation of the Select Board to ensure that the Town Administrator properly implements his/her responsibilities, including conducting annual job performance reviews of the Town Administrator prior to contract and compensation negotiations.

**Physical Requirements:**

Light physical effort demanded in performing duties under typical office conditions with minimal exposure to occupational risk.

**Education and Experience:**

Bachelor's Degree in public or business administration or related field preferred. A Master's Degree in a related field is highly desirable. Two years of progressively responsible experience as a Town Administrator, Town Manager, Assistant Administrator or similar position. Any equivalent combination of education and experience may substitute at the discretion of the Select Board.

**Knowledge, Ability and Skill:**

Working knowledge of municipal finance, budget management, personnel management, collective bargaining, inter-governmental relations and the laws, which affect local government. Ability to negotiate contracts, agreements and appropriate working arrangements with unions, community organizations and the business community. Ability to work under time pressure and in stressful circumstances. Ability to develop effective working relationships with subordinates and with other Town departments. Strong oral communication skills and the ability to represent the Town before an array of organizations. Excellent writing skills required. Strong grant-writing experience and ability preferred. Strong organizational skills and the ability to manage a large number of projects and tasks at any given time. Working knowledge of information technology systems, hardware and software.

This job description does not imply that these are the only duties to be performed. Employees occupying this position will be required to follow any other-related instructions and to perform any other job-related duties requested by the Select Board. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the employer.

*\*The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*