

# Town of Nantucket Job Description: ASSISTANT TOWN MANAGER- ADMINISTRATION

<b>Position Title:</b>	ASSISTANT TOWN MANAGER- ADMINISTRATION	<b>Grade Level:</b>	NON-UNION
<b>Department:</b>	TOWN ADMINISTRATION	<b>Date:</b>	07/01/2019
<b>Reports to:</b>	TOWN MANAGER	<b>FLSA Status:</b>	Exempt

**STATEMENT OF DUTIES:** Provides professional, administrative, supervisory, and managerial support while assisting with the overall planning and direction of Town administration. This includes, but is not limited to, program and policy development and implementation, serving as a liaison to the Select Board, coordinating between Town Officials, employees and citizens, and supervising assigned divisions.

**SUPERVISION REQUIRED:** Works under the supervision of the Town Manager or his/her designee. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner. Consults with the Town Manager where clarification, interpretation, or exemption to organizational policies may be required.

**SUPERVISORY RESPONSIBILITY:** Provides direct supervision and guidance to assigned support staff at the direction of the Town Manager.

**CONFIDENTIALITY:** The employee has regular access to confidential information such as HIPPA records, payroll data, collective bargaining documents, executive session strategies, and legal matters that are obtained during performance of essential position responsibilities and in accordance with the State Public Records Law.

**ACCOUNTABILITY:** Consequences of error, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, poor employee morale and monetary loss to the Town.

**JUDGEMENT:** The employee is required to examine, analyze and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard or accepted practices. Numerous standardized practices, procedures or general instructions govern the work performed, and in some cases, may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public and employees while maintaining confidentiality.

**COMPLEXITY:** The work consists of the practical application of a variety of concepts, theories, practices and principles relating to the field of public administration. Assignments typically involve investigation and interpretation of conflict resolution, assessing services, recommending improvement strategies, developing personnel evaluations, studying industry trends, maintaining updated policies, employee/retiree communication, and evaluating compliance with established policies or contracts. Work may also involve gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work as well as presenting information to the public.

**WORK ENVIRONMENT:** Work is performed under typical office conditions; the work environment can be hectic with frequent work interruptions. Operates general office equipment such as computer, calculator, fax and copier. This position is required to attend regularly scheduled meetings that occur beyond the normal eight-hour work day. Errors could result in delay, confusion, legal and financial repercussions, and adverse public relations. Has access to a variety of confidential information, including personnel records, union negotiations, litigation and other legal matters, and must use considerable discretion in handling such issues.

# Town of Nantucket Job Description: ASSISTANT TOWN MANAGER- ADMINISTRATION

---

**NATURE AND PURPOSE OF PUBLIC CONTACT:** Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

**OCCUPATIONAL RISK:** The essential duties of the position present minimal potential for personal injury. Occupational risk exposure is similar to that found in a standard office environment.

## **ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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 the position.*

- Assists the Town Manager in the daily administration and operations of the Town; and makes recommendations to the Town Manager.
- Performs duties as assigned; prepares and drafts correspondence, reports, analysis, and other information as requested.
- Responds to citizen inquiries, complaints, and suggestions, provides research assistance and addresses request of other Town departments, the general public, citizen groups, and the media.
- Assist in the preparation of the annual operating and capital budgets, Town Meeting articles and warrants.
- Performs policy research and analysis on a variety of matters.
- Represents the Town Manager at Board and committee meetings, and state, federal, and regional meetings as required.
- Prepares and presents reports to the Select Board; coordinates, consolidates, and presents information to Cabinet, Leadership Team, departments, and outside entities.
- Communicates with Town Manager, Select Board, Town Leadership, departments, employees, government agencies, local businesses, community organizations, residents, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information, resolve problems, or provide/receive advice/direction.
- Collaborates with the HR Director for implementation of Town-wide performance management, with emphasis on all non-union staff under Town Administration.
- Participates in collective bargaining and acts as a hearing officer for personnel matters.
- Prepares grant proposals and applications for relevant programs; administers awarded grants for the Town at the direction of the Town Manager.
- Provides support as needed with procurement matters, personnel management, policy development, special projects.
- Performs other related duties as may be assigned.

## **RECOMMENDED MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:** Bachelor's degree in public administration, political science or comparable field with at least five years of public sector experience or a Masters of Public Administration with at least two years of public sector experience or any equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:** Valid Class D Motor Vehicle Driver's License. Preferred qualifications include an understanding of municipal best practices and strong financial management skills.

# Town of Nantucket Job Description: ASSISTANT TOWN MANAGER- ADMINISTRATION

---

## **KNOWLEDGE, ABILITIES AND SKILLS:**

**Knowledge:** Working knowledge of federal, state and local regulations and laws relating to municipal government administration is extremely useful; knowledge of general office and administrative management practices necessary. Management and supervisory experience at a senior level.

**Ability:** Must have ability to independently structure, collect, analyze, and interpret complex legal and technical information. Must be able to operate various types of office equipment, including but not limited to, copy machine, facsimile machine, computer, typewriter and telephone. Must have ability to supervise others and schedule work.

**Skills:** Excellent written and verbal communication and organizational skills necessary. Demonstrated competency in understanding municipal operations both internally and externally.

## **PHYSICAL REQUIREMENTS:**

**PHYSICAL DEMANDS:** Must have sufficient manual dexterity and physical flexibility to bend and reach to complete basic office tasks. The work involves standing, sitting and/or walking. Must be able to travel, attend night meetings and manage relatively high levels of stress.

**MOTOR SKILLS:** Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects; operating a telephone system, computer, and/or most other office equipment; keyboarding; word processing; filing; and sorting of papers.

**VISUAL DEMANDS:** The employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences.

*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.*

**Appointment to the position is contingent upon passing a pre-employment physical examination.**

---

## **ACKNOWLEDGEMENT:**

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: \_\_\_\_\_

Printed Name of Employee: \_\_\_\_\_

Date: \_\_\_\_\_