

Barrington Deputy Town Administrator

Job Summary

Under general supervision of the Town Administrator, serves as the Deputy Chief Administrative Officer of the Town with responsibilities for managing and coordinating activities of Department Heads and Town departments as delegated by the Town Administrator. Administers the personnel policies of the Town. The Deputy Town Administrator performs the duties of the position independently and on his/her own initiative. The Deputy Town Administrator will carry out the duties and responsibilities of the Town Administrator in their absence.

Essential Job Functions

- Promotes and implements human resource concepts by planning and managing human resources programs; develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction pursuant to the guidelines established by the personnel policies of the Town.
- Assist in the hiring, evaluation and discipline process.
- Assesses, audits and aids in development of efficient operations of the Town, develops a plan that aligns with town objectives and creates performance measured approach to execute on the plan.
- With the Town Administrator, monitors all department budgets and the overall budget to avoid over expenditures.
- Attends numerous meetings, including those of the Select Board; contributes to the agenda and gathers pertinent supporting data for same. Represents the Town at events and at outside activities.
- Assists with the preparation of the Town budget for presentation at the annual Town Meeting; ensures that the warrant articles meet all legal guidelines, including public notice requirements. Assists with preparation of town, state & federal reports, including the town report.
- Coordinates daily administration of the Town, including the policies to be observed in the conduct of its activities. Promotes and maintains communication & responsive community relations. Establishes policies and procedures for enacting Town programs and services as necessary.

- At the direction of the Town Administrator, coordinates legal issues with the Town Counsel, including notifying insurance carriers. Advises the Board of Selectmen of legal ramifications.
- Plans, organizes, assigns, supervises, and coordinates the work of professional and technical consultants.
- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Performs other related duties as required.

KNOWLEDGE/SKILLS/EXPERIENCE/TRAINING REQUIRED:

- B.A. or B.S. in Business, Public Administration or relevant field of study, 2 years of experience in municipal management or any equivalent combination of experience and education. A Masters of Public Administration or Business is preferred.
- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment.
- Ability to conceptualize and operationalize goals and objectives for the Town.
- Ability to analyze complex issues and to develop relevant and realistic plans, programs, and recommendations.
- Leadership, strategic planning, management, organizational, and supervisory skills.
- Financial management and technical writing skills.
- Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive relations for the Town; and to interact effectively with a wide variety of people, including appointed, elected officials and the general public.
- Ability to delegate work according to the needs of the community and the ability of the employee being delegated to.
- Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to the department and/or general town administration.
- Ability to present in a public forum.

- Ability to understand municipal issues as they relate to legal consequences.
- Must have high level of proficiency with Microsoft suite of programs.

WORKING CONDITIONS/PHYSICAL DEMANDS:

- Normal office environment.
- Outdoor environment, occasionally subject to extremes in temperature, noise, odor, terrain, adverse weather conditions.
- Use of computer keyboards requiring eye-hand coordination and finger dexterity.
- Involves travel to meetings.
- Attendance & participation at evening meetings, including participation by sitting, talking, hearing and seeing presented content in meetings.

Note: Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.