

**Town of Natick
Job Description**

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| Position Title: | Deputy Town Administrator/ Director of Finance | Grade Level: | 6 |
| Department | Finance | FLSA Status | Exempt |
| Reports to: | Town Administrator | | |

Statement of Duties: Professional, administrative, supervisory and technical work in assisting the Town Administrator to discharge the duties of the office; assists the Town Administrator to formulate and implement the policies of the Board of Selectmen; acts as second executive in command with town-wide general management responsibilities and with particular emphasis on fiscal affairs of the Town; performs all other related work as required.

Performs highly responsible work of a complex nature, requiring the exercise of independent judgment in providing professional advice to a variety of officials, departments, boards and committees concerning the development, implementation and administration of policies, goals, regulations, and statutory requirements.

Supervision Required: The employee works under the administrative direction of the Town Administrator, policy direction of the Board of Selectmen, and in conjunction with the policies and procedures of the Town. Incumbent functions independently, referring specific problems to supervisor only where clarification or interpretation of Town policy or procedures is required.

Supervisory Responsibility: The employee is a managerial employee, exercising direct and general supervision over a substantial work force throughout the Town; approximately 100 employees.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, potential injury, as well as legal repercussions, and adverse public relations.

Judgment: Activities are complex. Significant independent action and judgment is exercised. Requires evaluating and interpreting information on issues/problems and situations that have not previously been encountered. Synthesizes information from a variety of sources to develop *groundbreaking* new methods, practices, and services that have not previously been applied in Natick.

Complexity: Work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards or criteria.

Confidentiality: Individual judgment and the application of professional knowledge and

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experience are required in selecting the appropriate practices, procedures, regulations, or guidelines to apply in each case. This position requires a significant amount of discretion and personal integrity in application of the above.

Work Environment: Work is performed under typical office conditions; work environment is moderately noisy. When performing work in the field, may be exposed to various weather conditions. Required to attend evening meetings.

Operates automobile; regularly operates computers and peripherals; utilizes calculator, telephone, copier, facsimile machine, scanner, and other standard office equipment.

Makes very frequent contacts with Town departments/boards/committees, citizens, members of the business community, building community, the media, attorneys, and local, state, and federal officials. Contacts are by telephone, e-mail, and in person and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to a wide variety of town-wide confidential information including bid proposals, personnel records, negotiating positions, and personal information about citizens relative to Town plans and programs.

Errors in judgment could have continuing adverse effect on the Town's ability to deliver services, loss of municipal revenues, have legal ramifications, and cause significant adverse public relations.

Nature and Purpose of Contacts: Position has constant interaction with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

Occupational Risks: Duties generally do not present occupational risk with only occasional exposure to risk or stress. Minor injury could occur, however, through employee failure to properly follow safety precautions or procedure. Examples of injury include minor bruises from falls, minor cuts or burns, or minor muscular strains from lifting or carrying heavy equipment or materials.

Essential 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

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exclude them from the position if the work is similar, related, or a logical assignment to the position.

- As part of the executive team, assists the Town Administrator in coordinating the functions of the Town under the direction and guidance of the Board of Selectmen.
- Represents the Town Administrator in negotiating with citizens and other outside public and private agencies; acts as representative of the Town Administrator at committee and board meetings.
- Responsible for highly responsible professional and administrative responsibilities in assisting the Town Administrator in the direction of Town affairs, including the planning, organizing, supervising and directing all assigned functional responsibilities.
- Under the direction of the Town Administrator, and in accordance with State Statutes and Town By-Laws, performs highly responsible managerial and professional duties associated with the oversight of financial activities and services of Town Government.
- Responsible for major responsibilities in the area of Organization and Development, including, but not limited to, the following:
 - Provides general management assistance to Town Administrator in structural reorganization, inter-departmental communications and public relations.
 - With the Town Administrator, oversees administration of the Selectmen's and Town Administrator's Office.
 - Assists task forces, citizens committees and various employee groups in researching issues and providing analysis of existing operations and in proposing future directions.
 - Advises of budgetary matters, including the coordination of capital equipment and improvement budgets with department heads.
- Serves the Town's Finance Director. Develops short and long range financial plans for Town government; develops projections of revenues and expenditures, including the identification of potential sources of revenue; assists the Town Administrator in the preparation of the final executive budget and budget message; prepares and updates the Town's five year financial plan.
- Provides a variety of professional and administrative responsibilities to the Town Administrator in numerous areas of Town management and operations, on an assigned basis.

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- Serves as Acting Town Administrator for and in the absence of Town Administrator.
- Performs similar or related work as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Bachelor's degree in Public/Business Administration; concentrations in finance and human resources desirable; a minimum of five (5) years of experience in related public administration and/or municipal field; Master's degree in Public/Business Administration is highly preferred; or any equivalent combination of education, training and experience.
- Possession of a valid motor vehicle operator's license.

Knowledge, Abilities and Skill

Knowledge:

- Comprehensive knowledge of the functions of municipal government.
- Working knowledge of business administration, practices, general office procedures.
- Expert knowledge of statutes, bylaws, regulations, codes, policies and procedures relevant to land use and permitting.
- Extensive knowledge of municipal finance and budgeting.
- Working knowledge of all applicable Federal and State laws and regulations, Town By-Laws and regulations, pertinent to municipal government activity.
- Working knowledge of insurance programs in municipal governments, and of implementation of techniques and strategies.
- Working knowledge of computer applications in municipal government.

Abilities:

- Ability to prepare annual budgets.
- Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to analyze complex technical and legal issues and to develop relevant and realistic plans, programs and

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recommendations.

- Ability to speak and write effectively.
- Ability to establish and maintain effective working relationships with Town employees, board/committee members, officials and the general public.
- Ability to deal appropriately and effectively with the general public, the media, town officials, committees and boards, state and federal agencies, and the business community.
- Ability to successfully facilitate various departmental and interdepartmental teams of professional and technical staff.
- Ability to operate a motor vehicle.

Skill:

- Excellent customer service skills.
- Good analytical skills.
- Skill in preparing complex technical and statistical reports.
- Good time management/multi-tasking skills.
- Skill in negotiating with others to arrive at acceptable resolution to problems.
- Skill in Microsoft Office Word, Excel, and PowerPoint; skill in municipal finance software applications and databases.

Physical and Mental Requirements

The physical demands 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 position's essential functions.

Physical Skills:

- Physical demands are in the nature of moving about constantly both within the community and in the Commonwealth to carry out Town business.
- May use computer keyboards at a moderate speed.

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- Certain tasks require lifting print and other materials, office equipment and supplies weighing up to 10 pounds and being able to carry a reasonable quantity of materials from places where they are stored to places where they may be used.

Motor Skills:

- Duties may involve close hand-eye coordination and physical dexterity.

Visual Skills:

- Ability to read, see, and differentiate between colors.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.