

**Town of Natick  
Job Description**

<b>Position Title:</b>	Deputy Town Administrator/Operations	<b>Grade Level:</b>	6
<b>Department</b>	Selectmen's	<b>FLSA Status</b>	Exempt
<b>Reports to:</b>	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.

**Supervision Required:** The employee works under the Town Administrator.

**Supervisory Responsibility:** Incumbent is a managerial employee, exercising direct and general supervision over a substantial work force (over 100 employees), many of whom do not work at the same location or on the same shift as the incumbent. Work is very unpredictable. While incumbent does plan and carry out a planned work program, situations and circumstances necessitate frequent changes in priorities and programs.

**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 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:** Physical demands are in the nature of moving about constantly both within the community and in the Commonwealth to carry out Town business. Stress is a

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constant factor of the job, particularly in negotiating with both public officials and with citizen groups. Incumbent is called upon to attend numerous night meetings, and is called upon to perform lobbying activities of a kind on legislative changes benefiting the Town. The work environment is varied, ranging from a very busy office to on-site field work, examining and observing problem areas and potential problem areas.

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

- Assists the Town Administrator in overseeing the professional and administrative responsibilities and direction of Town affairs, including the planning, organizing, supervising and directing all assigned functional responsibilities.
- Responsible for assisting Town Administrator in the area of Operations 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.
  - Assist with the oversight of administrative services of the Selectmen's and Town Administrator's Office.

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- Assists task forces, citizens committees and various employee groups in researching issues and providing analysis of existing operations and in proposing future directions.
- Oversees development of departmental capital plan and budgets, and develops a comprehensive and timely Town capital plan and budget.
- Oversees municipal departments, as assigned, providing leadership and assisting in the development of departmental goals and objectives.
- Serves as a member of the Senior Management Team including the Town Administrator, Deputy Town Administrator/ Finance, and Director of Personnel.
- Works with the Town Administrator and Director of Personnel on applicable contract negotiations.
- Provides a variety of professional and administrative responsibilities to the Town Administrator in numerous areas of Town management and operations, on an assigned basis.
- Serves as Acting Town Administrator for and in the absence of Town Administrator.
- Performs other related duties of the class, 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.

- A candidate for this position must hold a Bachelor's Degree in public/business administration. Master's Degree in public/business administration is preferred.
- Candidate must have eight years experience in a municipal management position in which he/she should have had progressively responsible duties in dealing with municipal government operations.
- He/she must hold a valid Motor Vehicle Operator's license.

### **Knowledge, Abilities and Skill**

#### **Knowledge:**

- Extensive knowledge of municipal government functions, organization and methods and techniques employed in the operations of town government.

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- Extensive knowledge of public procurement principles, practices and procedures.
- Knowledge of labor relations, including negotiating and the administration of labor relations system.
- Working knowledge of municipal finance administration, including 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 data processing applications in municipal government.

### Abilities:

- Ability to establish and maintain harmonious relationships with others, especially citizens, public officials and with other municipal professionals throughout the Commonwealth.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to prepare complex technical and statistical reports.
- Ability to manage time effectively while attending to a multitude of details.

### Skill:

- Skill in negotiating with others, in order to arrive at acceptable resolutions to problems and to mutual concerns.

### **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.

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- May use computer keyboards at a moderate speed.
- 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.*