

Promotional ☐  
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Please Post  
10/03/2017

NOTICE OF VACANCY

DEPARTMENT: TOWN MANAGER  
JOB CLASSIFICATION: Assistant Town Manager  
SALARY RANGE: \$75,511-\$91,870  
HOURS: Regular working hours, attendance at night meetings and events

**Position Description**  
**FLSA: Non-Exempt**

Position Title: **Assistant Town Manager**  
Department: Town Manager  
Reports to: Town Manager

**GENERAL SUMMARY:**

Under the general direction of the Town Manager, engages in management, policy implementation, budget and town-wide planning activities of a complex and highly responsible nature, involving all phases of municipal government administration. Acts as Human Services Director and Town Purchasing Official. Oversees Information Technology Division, and Holden Senior Center. Works closely with Board of Selectmen and other elected and appointed boards and committees to represent the Town Manager; develops and implements policy, budgets, and strategies to accomplish town-wide objectives and to define the interests and further the goals of the Town.

**ESSENTIAL JOB FUNCTIONS:**

Represents the Town Manager to a variety of government, community and business organizations. Attends meetings and works with town elected and appointed boards and committees to represent town management, provide guidance and counsel consistent with stated town policy and coordinates staff support. Represents the Town and its interests to other government and private agencies. At direction of Town Manager, may act as staff liaison to elected representatives on legislative issues and coordinates those efforts through municipal advocacy groups and organizations.

Supervises and manages the town's Human Resources efforts including supervision of records and office staff to comply with labor and personnel law. Works closely with labor counsel and town counsel on specific issues. Participates in labor negotiations and responds to various grievances, appeals, mediations, and arbitrations of collective bargaining issues as directed by the Town Manager. Updates and advises the Town Manager and relevant department heads on labor-management activities.

Supervises and oversees town-wide Information Technology (IT) program. Works closely with IT professional staff and department heads to coordinate, evaluate and implement systems and software. Coordinates the maintenance and upgrade of existing systems through the dispatch of IT staff and other consultants and technical advisors as appropriate. Plans, coordinates and develops the IT Budget and capital program.

May participate in the Town-wide procurement program on behalf of the Town Manager. Develops, writes, and publishes major requests for quotes and other procurement advertisements. Reviews proposals and bids, and makes recommendations to Town Manager concerning same. Develops contracts in conjunction with Town Counsel and assures that the requirements of state procurement, designer selection, and public construction guidelines are met by the Town.

Assists in preparation of the annual Town budgets. Coordinates the preparation of the Town's Capital Improvement Program and Budget. Prepares and makes presentations to the Board of Selectmen and other boards as required, in both written and verbal form on pending issues pertaining to town government. Interprets laws, regulations, contracts, agreements, etc., and works with Town Counsel to coordinate legal reviews, opinions and other issues. Serves as Acting Town Manager when so designated during the Town Manager's absence.

**OTHER DUTIES AND RESPONSIBILITIES:**

Attends meetings as required to represent the Town Manager and Board of Selectmen. Coordinates response to citizen complaints, concerns, suggestions and other requests for information received by the Town Manager's Office. With the Town Manager's staff, oversees the town's Web site and other public information outlets. Maintains expertise and professional knowledge through attendance at seminars, workshops, and professional associations;

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

Master's Degree in Public Administration or a related field plus five years progressively responsible municipal management and administration experience, or an equivalent combination of education, training, and experience. Thorough understanding of policy development and implementation, municipal budgeting, community development, organizational relations, and all facets of managing local government services. Excellent leadership, management, communications, organizational, and inter-personal relations skills. Ability to analyze complex problems, formulate realistic solutions, and work cooperatively with other community leaders to implement and support their accomplishment.

Ability to work independently under the general direction of the Town Manager, recognize policy objectives and plan programs which are consistent with Town goals. Insightful and incisive understanding of the dynamics of municipal government administration and political science. Ability to communicate effectively both verbally and in writing; excellent writing and listening skills; ability to conduct research and analysis of complex issues and produce analyses and recommendations in concise written form. Ability to work and interact effectively with a wide variety of constituencies and to manage conflict in a proactive and productive fashion.

**SUPERVISORY RESPONSIBILITY:**

Generally works with and coordinates the activities of all Town department heads at the direction of the Town Manager. Supervises the staff of the Information Technology Division and the Holden Senior Center; directs the activities of other staff when engaged in special projects or studies.

**WORKING CONDITIONS:**

Normal office environment, not subject to extremes in temperature, noise, etc. Regular travel is required within Commonwealth to attend various meetings. Regular attendance at evening meetings is required. Regularly uses computers requiring eye-hand coordination and finger dexterity as well as long periods of sitting at a workstation. Occasional lifting and carrying of files,

documents, records, laptop computer, etc. Occasional field work inspecting on-going projects, interacting with staff, on-site supervision and problem solving, etc.

**BENEFITS:** VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. **SICK LEAVE:** After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. **PERSONAL DAYS:** 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; **HOLIDAYS:** 11 paid holidays per year.

SUBJECT TO: 1 year probationary period

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Send cover letter and resume to Office of Town Manager, Starbard Building, 1204 Main Street, Holden, MA 01520.

Closing date for applications: Open until filled.

FOR FURTHER INFORMATION VISIT [WWW.HOLDENMA.GOV](http://WWW.HOLDENMA.GOV) Employment Opportunities  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER