

# Town of Sherborn Job Description

Form approved by Personnel Board ~~10/20/01~~

**JOB TITLE:**

Assistant Town Administrator/Human Resource Director

**DEPARTMENT NAME:**

Town Administrator/Select Board

**FLSA STATUS:**

Exempt: ☒   
 Non-Exempt: ☐   
 Hours worked per week 40

**EMPLOYEE TYPE:**

(see General By-Laws Personnel Administration Plan for

definitions)

Salaried ☒ Regular Part-Time ☐ Casual Part-Time ☐   
 Regular Full-Time ☒ Supplemental Part-Time ☐ Temporary ☐

**REPORTS DIRECTLY TO (INDICATE JOB TITLE):**

Town Administrator and Select Board

**I. JOB SUMMARY - Briefly describe the primary function of this job**

Under the general supervision of the Town Administrator and Select Board, the Assistant Town Administrator/Human Resources Director assists in the administration of all Town functions and manages all Human Resources responsibilities for the Town. The position requires initiative, sound judgement, and decision-making skills, as well as the ability to work effectively and independently with the public and other officials.

Assists the Town Administrator with a variety of broad-based management issues; assists in the planning, analysis and implementation of town-wide projects and initiatives; manages all human resources functions; participates in various working groups/committees; coordinates various projects for the Town Administrator; and completes special projects as assigned.

**II. JOB DUTIES - List six to eight of the most important duties using concise and comprehensive statements. Begin with the most important duty. Include any essential or important physical demands that are required to complete each of these duties. Use separate sheet if necessary.**

- Assists the Town Administrator as needed in all matters of the Town. Acts on behalf of the Town Administrator in his/her absence exercising full decision-making authority on all matters. Serves as the Acting Town Administrator when so designated by the Town Administrator or Selectboard.
- Serves as the Human Resources Director for the Town overseeing all HR functions, including: preparation of job postings, receipt and screening of employment applications, conducting interviews, performing reference and background checks, recommending candidates for hire, diversity/inclusion, onboards new hires, manages performance evaluations, conducts exit interviews, and any other relevant duties related to human resources.
- Assists the Town Administrator on personnel matters, union negotiations, grievances and interpretation and management of the town's collective bargaining agreements. Works closely with the Personnel Board on matters related to employees and human resources.
- Coordinates employee trainings, professional development and wellness activities and stays current on all benefits including health, life, dental and pensions in coordination with the Payroll Coordinator and Finance Director.
- Responsible for overseeing the Town's property and liability insurance and worker's compensation programs and processes. Makes recommendations to the Town Administrator regarding insurance policies, practices and risk management programs.
- Maintains town-wide confidential information, including: personnel records, legal proceedings, bid proposals, negotiating positions, executive session minutes and collective bargaining strategies. Makes regular contact with Town Boards and Committees, employees, department heads, state and federal agencies, legal counsel and consultants.
- Develops and monitors budgets for the Town's general insurance, legal counsel, facilities management, workers compensation and the Office of the Selectboard. Participates and assists with the development and review of all town departmental budgets.

- Serves as the Town's Parking Clerk and on the Town's Local Emergency Planning Committee. Communicates with residents, businesses, community groups, etc., and facilitates/tracks concerns, complaints, questions and interactions with town departments, boards, committees and commissions.
- Compiles and prepares annual reports, public meeting postings, agendas, background packages and minutes of public meetings. Assists in the preparation of Town Meeting warrants and background materials.
- Attends professional meetings and trainings, stays current with municipal human resources regulations and changes by attending ongoing trainings and seminars.
- Performs other duties and responsibilities as assigned by the Town Administrator and Select Board

**Preferred Knowledge, Skills, and Abilities:**

- Thorough knowledge of municipal government procedures and operations
- Ability to maintain confidential and sensitive information
- Knowledge of Human Resources concepts and practices
- Ability to communicate effectively orally and in writing
- Ability to identify goals and objectives and organize workload
- Must be available to attend night or weekend meetings or to perform working hours during those times on an as needed basis, and availability to be on call 24/7

**III. EDUCATION, TRAINING & EXPERIENCE** - Describe the minimum level of education, training, and experience, as well as any special skills or certifications, which are required to competently perform the duties of this job.

Minimum of five years of progressively responsible municipal supervisory or management experience preferred. Bachelors Degree in Public or Business Administration or Human Resources Management, or related degree; or an equivalent combination of education, professional/technical certificate and/or experience. Massachusetts procurement training/certification and experience. Knowledge of Massachusetts General Laws, Open Meeting Law and Public Records Law

**IV. COMMUNICATIONS & CONTACTS** - List the jobs, external departments or organization with which the job has the most frequent contact. Describe the purpose and frequency of the contacts (Do not include supervisors and subordinates).

<u>Contact</u>	<u>Purpose</u>	<u>Frequency</u>
Select Board	Provide reports and address miscellaneous issues.	Regularly
Town Administrator	Provide reports, updates, proposals and analysis.	Frequently
Town Counsel	Inquire on legal matters and provide information as needed.	Regularly
Department Heads	Provide reports and support resolving general/HR issues.	Regularly
Various Boards and Committees	Provide information and support resolving general/HR issues.	Regularly

**V. MANAGERIAL & SUPERVISORY RESPONSIBILITIES** - Describe the function(s) over which this job has direct accountability and authority.

Takes on responsibilities of the Town Administrator in his or her absence.

Attends meetings on behalf of Town Administrator.

**VI. WORK ENVIRONMENT:** Describe the workplace environment e.g. office, outdoors, night work, and any equipment usage requirements.

Work is performed under typical office conditions with occasional interruptions; required to attend evening meetings of the Select Board, Advisory Committee, and various Town Boards/Committees. Workload is relatively stable, but is subject to monthly, quarterly, and annual fluctuations. The position requires daily interaction with boards and committee members, town departments/employees, vendors, and members of the public and Press. Errors can have serious legal repercussions.

**VII. REPORTING RELATIONS** - Attach an organizational chart if possible indicating where this position fits in the department's operations.

Works under the general supervision of the Town Administrator and Select Board.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

SUPERVISOR'S/MANAGER'S SIGNATURE:

DATE:

TOWN ADMINISTRATOR SIGNATURE:

DATE:

PERSONNEL BOARD CHAIR SIGNATURE:

DATE:

COMMENTS: