

# Town of Dunstable

Topic

Town Administrator

Prepared and presented by

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# Agenda

- Discuss Department of Revenue Financial Review
- 23 Findings
- 22/23 Findings reviewed and approved by Town Governance Committee presented to BOS.
- Charter developed and reviewed by BOS
- Purpose of TA position
- Responsibilities/Duties
- Primary Skills/Attributes
- Questions and Follow up actions

# Purpose

Daily activity in town has reached a level where in the opinion of Dunstable Board of Selectman (BOS) and Department of Revenue (DOR) town activities must be managed by an onsite executive. In accordance with recommendation #1 from DOR and approved by Dunstable Governance Committee.

To provide elected and appointed town officials access to professional administrative services for their individual municipal disciplines. This would allow for day to day operational activities having oversight and efficient application in a timely manner. Additionally this would allow each discipline to focus on policy, and direction for both logistic and financial long range planning.

# Responsibilities/Duties

This position will provide daily on site *services* to;

Improve town tactical and strategic planning, coordination, collaboration, and priority setting.

Assist, expedite and coordinate with all elected officials in development of agendas for;

1. Town Meetings
2. Special Meetings
3. Budget and Advisory Board Meetings
4. Department Meetings
5. Board of Selectman weekly (in collaboration with Secretary)
6. Maintain Long Range Town Plan
7. Develop personnel policies and procedures including but not limited to;
  - Salary guidelines
  - Job descriptions
  - Performance guidelines and procedures.
8. Liaison between town functions and provisions of state and federal law.
9. Implement (22) recommendations as provided in the DOR financial report 2012.

# Skills/Primary Attributes

1. Knowledge of state and federal laws governing town government.
2. Knowledge of researching, writing and administering grants.
3. Knowledge of policies, principles and procedures required of municipal government entities
4. Possess strong communication and interpersonal skills
5. Perform as Personnel Administrator. Review and maintain town personnel wages and records, job descriptions and qualifications. Administers the implementation of all personnel policies. Sets goals and conducts as appropriate performance reviews.



# Questions?

Follow-up Actions -

Responsibilities -

Date