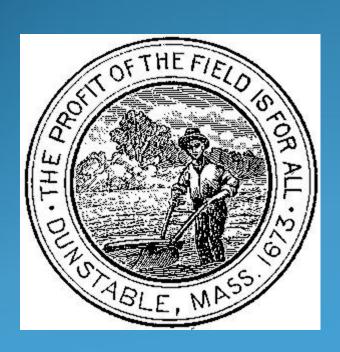
Town of Dunstable



Topic
Town Administrator
Prepared and presented by
Bill Ahern
12/17/2012

Agenda

- Discuss Department of Revenue Financial Revue
- 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 an 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. Laison 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 Knowledge of state and federal laws governing town

- Knowledge of state and federal laws governing towr 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