USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

 These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Chief Elected Official**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Chief Elected Official** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:**  | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of complex administrative, professional and supervisory work in general oversight of [Town/City] departments. Responsible for overseeing and administering the general business of the [Town/City] in furtherance of policy set by [Council/Board of Selectmen] and the coordination of special projects. Generally acts as chief executive officer of the [Town/City].

**Supervision Received:**

Receives direction from, [and [*depending on Town/City Charter*] approval of decisions by,] [Council/Board of Selectmen].

**Supervision Given:**

Supervises the following departments/divisions:

Provides general oversight of all department heads, directors and senior managers under his/her jurisdiction.

**Examples of Essential Functions:**

1. Plans, supervises and evaluates the operations of the [Town/City].
2. Develops policies and procedures as necessary to ensure efficient operation of all departments or implements directives from the [Council or Board of Selectmen].
3. Directs and performs analyses of operations and presents findings to [Council or Board of Selectmen]; develops and recommends objectives, goals and policies.
4. Implements ordinances, resolutions and policies of [Council or Board of Selectmen]; monitors, evaluates and reports progress towards goals and objectives of the administration.
5. [In conjunction with Council/Board of Selectmen] Recruits and appoints, and directs and supervises the assignment, evaluation and discipline of subordinate department heads and other employees under his/her jurisdiction; administers personnel rules and regulations and collective bargaining agreements for direct subordinates.
6. Oversees, reviews and evaluates operation and effectiveness of all departments under his/her jurisdiction and takes [or “recommends”] appropriate remedial action where necessary to achieve optimum performance levels.
7. Serves as liaison between the [Council or Board of Selectmen] and subordinate department heads; keeps [Council or Board of Selectmen] apprised on departmental activities.
8. Oversees and participates in resolution of inquiries and complaints from the public and other organizations.
9. Facilitates problem solving at all levels of the organization; works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement.
10. Directs or oversees the negotiation, administration and enforcement of collective bargaining agreements, including preparation of contract proposals, cost estimates and strategy recommendations; assists in contract and grievance mediations and arbitrations.
11. Prepares, presents and recommends [or “Assists in the preparation and presentation of”] the annual [Town/City] budget.
12. Assists [Council or Board of Selectmen] with strategic short and long range planning for the [Town/City]; participates in local and regional planning efforts; keeps [Council or Board of Selectmen] apprised of developments at the State and Federal level that impact the [Town/City]; monitors pending legislation for impact on [Town/City]; oversees compliance with newly enacted legislation.
13. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of [Town/City] activities and operations, including all records and reports required by State and Federal law.
14. Prepares, submits and presents narrative and statistical reports to [Council or Board of Selectmen]; attends meetings of [insert appropriate committees, commissions and legislative body].
15. Coordinates special projects for the [Town/City], including planning, design, implementation and evaluation of construction/renovation projects, management studies, new programs and various professional services; participates in evaluation and selection of, and oversees, professional contractors, consultants or vendors providing project services.
16. Serves as ex-officio of boards and commissions as provided by State law.
17. Represents [Town/City] at various meetings, functions and events; serves as liaison to various civic or governmental organizations, committees, taskforces, boards and commissions; communicates regularly with officials from the municipalities, school board, chamber of commerce and commissions; provides information about [Town/City] operations and projects.
18. Attends seminars and conferences, and participates in public administration activities to remain current on developments in relevant fields.
19. Maintains positive working relationships with municipal and school officials, community groups and the public regarding [Town/City] operations and coordination of services; ensures prompt and cordial responses from appropriate subordinates to civilian inquiries and complaints pertaining to services.
20. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

As this is an elected position without required qualifications, the following qualifications are helpful in being prepared to perform the duties of the job**:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor’s degree with a major field of study in Public or Business Administration or a closely related field.
2. \_\_\_ years of increasingly responsible experience in public or business administration, including a minimum of \_\_\_ years supervisory experience at a unit or division level.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of public administration.
2. Thorough knowledge of the principles and practices of municipal finance.
3. Considerable knowledge of principles and practices of land use, and economic and real estate trends.
4. Skill in financial and human capital management.
5. Skill in the use of computers, including [identify software].
6. Ability to plan, organize, direct, coordinate and evaluate work of departmental programs.
7. Ability to establish and maintain effective working relationships with subordinate department heads and employees, local and State government officials and the general public.
8. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of managers, vendors, taxpayers, and the general public.
9. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to X pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.