

Town Manager Job Description

- Except as otherwise provided by the bylaws (and subject to the approval of a majority of the full Select Board), the town manager shall appoint, based on merit and fitness alone, and may remove, all department heads, officers, subordinates, and employees.
- The town manager shall supervise, direct, and be responsible for the efficient administration of all officers appointed by the town manager and their respective departments, and all functions for which the manager is given responsibility, authority or control by the bylaws, by bylaw, by town meeting vote, or by vote of the Select Board.
- The town manager shall administer and enforce either directly or through a person or persons supervised by the manager, in accordance with the bylaws, all provisions of the laws of the commonwealth and special laws applicable to the town, all bylaws, and all regulations established by the Select Board.
- The town manager shall coordinate activities of all town departments and investigate or inquire into the affairs of any town department or office.
- The town manager shall attend all regular meetings of the Select Board.
- The town manager shall attend all sessions of the town meeting and answer all questions related to the warrant articles and to matters under the general supervision of the manager.
- The town manager shall keep the Select Board fully informed as to the needs of the town and recommend to the selectmen for adoption such measures requiring action by the board or by the town.
- The town manager shall ensure that complete and full records of the financial and administrative activity of the town are maintained and render reports to the Select Board as may be required.
- The town manager shall be responsible for the rental, use, maintenance, and repair of all town facilities, to include a comprehensive maintenance program for all town facilities, and maintain a full and complete inventory of all town-owned real and personal property.
- The town manager shall serve as the town's chief procurement officer.
- The town manager shall administer personnel policies, practices, or rules and regulations, any compensation plan, and any related matters for all municipal employees and administer and negotiate collective bargaining agreements.

- The town manager shall prepare and submit an annual operating budget.
- The town manager shall be responsible for working with Town officers and departments on Town loan and grant applications and, in consultation with the office or department receiving the loan or grant, overseeing adherence to the conditions of such loans or grants.
- The town manager shall recommend to the Select Board on the prosecution, defense, and compromise of all litigation to which the Town is a party.
- The town manager shall delegate, authorize or direct any subordinate or employee of the town to exercise any power, duty, or responsibility which the office of the town manager is authorized to exercise and to perform other duties as necessary, or as may be assigned by the bylaws, by bylaw, by town meeting vote, or by vote of the Select Board.