

## TOWN OF CANTON

**TITLE:** Chief Administrative Officer **CLASS:** Exempt

**DEPARTMENT:** Chief Administrative Office **DATE:** June 26, 2024

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### POSITION DESCRIPTION

The Chief Administrative Officer is responsible for overseeing the administration of Town operations and the implementation of Town policies. This is highly responsible administrative and professional work in planning and directing the functions of Town departments with considerable independence of action, subject to general direction from the Board of Selectmen in determining plans and policies. The Chief Administrative Officer provides operational and administrative oversight to the Town's departments and ensures goals and objectives are accomplished and interdepartmental coordination is maximized. The Chief Administrative Officer is responsible for establishing an annual budget that includes all Town expenses and revenues associated with general government (non-Board of Education) as specified in the Town charter.

### SUPERVISION RECEIVED

The Chief Administrative Officer works under the general supervision of the First Selectman and receives policy direction from the Boards of Selectmen.

### ESSENTIAL JOB FUNCTIONS (EXAMPLES)

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on municipal needs without changing the general nature and scope of the job or level of responsibility. **The duties listed here are intended only as illustrative of the various types of work that may be performed.**

- Assures overall daily management and continuity of municipal services, reviews performance of each department.
- Develops, manages, and administers the annual budget; approves and authorizes expenditures, purchase orders and payments; signs checks; approves the forecast of funds needed for staffing, equipment, materials, and supplies; implements budgetary adjustments as appropriate and recommends line item changes to the Board of Selectmen when necessary.
- Plans, directs, and coordinates the work of Town departments to assure compliance with Town policies and procedures and to ensure efficiency of operations. Meets regularly with department directors and staff members to discuss and act on administrative matters.
- Formulates, interprets, or implements management policies or operating practices; confers with department heads and employees regarding significant policy and procedural changes.
- Engages residents and civic organizations on a regular basis; incorporates community input into Board of Selectmen initiatives; attends special events.
- Responds to and resolves difficult and sensitive inquiries, issues, and complaints and questions from the general public.
- Manages the recruitment process for all staff; hires department directors and other employees of the Town, except as otherwise specified in the Charter.

- Ensures compliance with employment and labor laws as well as workplace safety and health regulations.
- Coordinates, reviews, and submits annual operating and capital improvement budgets to the Board of Selectmen with a message describing its important features; Assumes responsibility for administration of the adopted budget by appropriately monitoring and managing fiscal activities.
- Advises the Board of Selectmen as to the financial condition and future needs of the Town and makes recommendations as deemed desirable.
- Attends and participates in Board of Selectmen and Sub-committee meetings and provides information and recommendations as directed or requested; Provides staff services to the Board of Selectmen by overseeing the creation of agendas, compilation of informational packets, and provides consultation at Board meetings on agenda items.
- Attends various agency meetings including the Board of Finance and Permanent Municipal Building Committee.
- Assist in the coordination and oversight of large capital projects.
- Interacts with the public on a regular basis to keep residents and business representatives informed of Town policies, procedures, and events.
- Advises the Board of Selectmen on the existence of federal and state funding programs and pursues funding from such sources as the Board may direct.
- Oversees procurement process, including competitive bidding, contracting and final approval of requisitions.
- Participates in negotiating collective bargaining agreements.
- Periodically reviews personnel practices and procedures including changes to personnel policies and job descriptions.
- Works closely with the Board of Education and the Superintendent of Schools.
- Attend evening meetings including the Board of Selectmen and Board of Finance and other Town Agency meetings when necessary.
- Coordinates legal matters with the Town Attorney.
- Performs other duties as may be required by the Board of Selectmen, not inconsistent with the Charter, state law or ordinances.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of the functions, operations, and structure of municipal government. This includes technical and practical knowledge at the operating department level, e.g., Finance, Public Safety, Public Works, Parks and Recreation, Human and Social Services, Planning and Zoning, and Human Resources.
- Comprehensive knowledge of federal, state, and local laws, ordinances, codes, and regulatory standards applicable to municipal government.
- Thorough knowledge of municipal financial administration and management including budgeting, pension fund management, debt management and issuance.
- Extensive knowledge of the principles of personnel management, including employee/labor relations experience as well as experience in a union environment including negotiations, contract administration and grievance management.
- Working knowledge of computer technology, operations, and capabilities.
- Knowledge, skill, and ability to carry out emergency management operations.

- Knowledge of and commitment to high standards of ethical conduct in the operation of Town government.
- knowledge of current trends and developments affecting the practice of local government management.
- Ability to initiate, organize and follow through on municipal programs and projects.
- Ability to develop consensus among diverse opinions.
- Ability to express ideas, policies, and programs in a concise, and effective manner to the Board of Selectmen, staff, public and media, orally and in written form.
- Ability to establish and maintain effective working relationships with subordinates, elected and appointed members of governmental bodies, school officials, members of the business community, professional, technical, and administrative support staff in a constructive and supportive manner.
- Ability to responsively address requests from citizens, business community and legislators and work collaboratively with individuals and community groups.
- Ability to remain calm, composed, and adaptable in stressful or emergency situations.

#### **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

- Requires ability to sit at a desk or to stand and work continuously for extended periods of time.
- May require additional hours beyond regularly scheduled workday to meet cyclical workload.
- Works in office setting subject to continuous interruptions and background noises.
- Work may include extended periods of time viewing a computer video monitor and/ or operating a keyboard.
- Ability to work under stress from contact with public, demanding deadlines and changing priorities and conditions.
- Ability to concentrate on fine detail with constant interruption and to attend to task/function for more than 60 minutes at a time.
- Ability to remember multiple task/ assignments given to self and others over long periods of time.

#### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/ her own transportation.

#### **REQUIRED MINIMUM QUALIFICATIONS**

Master's degree from an accredited college or university in public administration, finance, or a closely related field preferred; with a minimum of six (6) years progressively responsible experience as a Chief Appointed Official or Assistant Chief Appointed Official, or senior municipal department director in a community of comparable size and complexity, including considerable exposure to public personnel and financial administration; business development experience with demonstrated marketing and public relations skills; or any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job may be considered.

#### **LICENSE OR CERTIFICATE:**

- A valid Motor Vehicle Operator's license is required.

Note: The above description is illustrative only. It is not meant to be all-inclusive.