

Town of Nantucket Job Description: Assistant Town Manager for Special Projects

Position Title:	ASSISTANT TOWN MANAGER FOR SPECIAL PROJECTS	Grade Level:	NON-UNION
Department:	TOWN ADMINISTRATION	Date:	7/1/2019
Reports to:	TOWN MANAGER	FLSA Status:	EXEMPT

STATEMENT OF DUTIES: Provides professional, administrative, supervisory, and managerial support to the Town Manager; assists with the development and implementation of programs and policies; oversees non-capital related special projects and ensures special project deliverables are completed and prepared in a timely manner.

Leads major Town-wide initiatives, performs management analysis and research, and submits reports to senior staff and elected officials. Advises and assists departments with the development and implementation of strategies to meet the Town's Strategic Plan and other Town-wide initiatives. Provides proactive and consistent oversight and direction for all special projects and initiatives. Responsible for evaluating progress, reviewing relevant documents, coordinating with other departments, and conducting complex and sensitive studies to identify administrative, operational, and organizational needs and solutions. Responsible for identifying areas of risk and those that require immediate action and making recommendations for change and enhancement.

SUPERVISION REQUIRED: Works under the supervision of the Town Manager or their designee. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner. Employee consults with the Town Manager where clarification, interpretation, or exemption to organizational policies may be required.

SUPERVISORY RESPONSIBILITY: Provides direct supervision and guidance to assigned support staff at the direction of the Town Manager.

CONFIDENTIALITY: The employee has regular access to confidential information such as department records, collective bargaining documents, HIPPA records, payroll data, documents, executive session strategies, and legal matters that are obtained during performance of essential position responsibilities and in accordance with the State Public Records Law.

ACCOUNTABILITY: Consequences of error, missed deadlines or poor judgment may include adverse customer relations, legal repercussions, poor employee morale, and monetary loss to the Town.

JUDGMENT: The employee is required to examine, analyze, and evaluate facts and circumstances surrounding individual problems, situations, or transactions, and determine actions to be taken within the limits of standard or accepted practices. Numerous standardized practices, procedures or general instructions govern the work performed and, in some cases, may require additional interpretation. Independent judgment is needed to facilitate exceptional customer service with the general public and employees while maintaining confidentiality.

COMPLEXITY: The work consists of the practical application of a variety of concepts, theories, practices, and principles relating to the field of public administration. Assignments typically involve investigation and interpretation of conflict resolution, assessing services, recommending improvement strategies, developing personnel evaluations, studying industry trends, maintaining updated policies, employee/retiree communication, and evaluating compliance with established policies or contracts. Work may also involve

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gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work as well as presenting information to the public.

WORK ENVIRONMENT: Work is performed under typical office conditions; the work environment can be hectic with frequent work interruptions. Operates general office equipment such as a computer, calculator, fax, and copier. This position is required to attend regularly scheduled meetings that occur beyond the normal eight-hour work day. Errors could result in delay, confusion, legal and financial repercussions, and adverse public relations. Has access to a variety of confidential information, including personnel records, union negotiations, litigation, and other legal matters, and must use considerable discretion in handling such issues.

NATURE AND PURPOSE OF PUBLIC CONTACT: Relationships with co-workers and the public may involve frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients. More than ordinary courtesy, tact, and diplomacy may be required to respond to requests for information or to deal with uncooperative or uninformed persons.

OCCUPATIONAL RISK: The essential duties of the position present minimal potential for personal injury. Occupational risk exposure is similar to that found in a standard office environment.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists the Town Manager in the daily administration and operations of the Town; and makes recommendations to the Town Manager.
- Performs duties as assigned; prepares and drafts correspondence, reports, analysis, and other information as requested.
- Manages the Town's non-capital related special projects and monitors the progress and outcomes of special projects and initiatives. Conducts special studies for Town Administration, Select Board, and/or Town Boards and Commissions.
- Evaluates and monitors/tracks the lifecycle of special projects and reviews documents, contracts, and other materials; conducts complex and sensitive studies to identify administrative, operational, and organizational needs, issues, and risk. Identifies areas requiring action and makes recommendations for changes and enhancements based on best practices.
- Prepares estimates of project costs for competitive bidding and budgeting purposes, develops scopes of work, and assists with contract management and procurement as needed.
- Advises and assists departments with the development and implementation of strategies to meet the Town's Strategic Plan and Town-wide initiatives.
- Maintains central Town-wide project management database and provides status reports to Town Manager; and coordinates with internal and external teams, project managers, and OPM's to ensure goals and objectives are met.
- Represents the Town Manager at Board and committee meetings, and state, federal, and regional meetings as required.
- Responds to citizen inquiries, complaints, and suggestions; provides research assistance and addresses requests of the Select Board, departments, the general public, citizen groups, and the media.
- Assists in the preparation of the annual operating and capital budgets, as well as Town Meeting articles and warrants when requested.

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- Prepares and presents reports to the Select Board; coordinates, consolidates, and presents information to Cabinet, Leadership Team, departments, and outside entities.
- Prepares grant proposals and applications for relevant programs; administers awarded grants for the Town.
- Communicates with Town Manager, Select Board, Town Leadership, departments, employees, government agencies, local businesses, community organizations, residents, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information, resolve problems, or provide/receive advice/direction.
- Performs other related duties as may be assigned.

RECOMMENDED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE: The minimum qualifications for this position include a bachelor's degree in public administration, political science or comparable field with at least five years of public sector experience or a Master of Public Administration with at least two years of public sector experience or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS: Preferred qualifications include a background in data/management analysis; an understanding of municipal best practices; experience in business and IT strategy; and strong financial management skills. Experience with project management and a Project Management Professional (PMP) certification are preferred.

The employee must have a valid Class D Motor Vehicle Driver's License.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge: Working knowledge of federal, state, and local regulations and laws relating to municipal government administration. Knowledge of related project management software tools and general office and administrative management practices. Management and supervisory experience at a senior level.

Ability: Must have the ability to independently structure, collect, analyze, and interpret complex state and local laws, codes, and regulations as appropriate. Must be able to operate various types of office equipment and software. Must have the ability to work and communicate pleasantly and effectively with the public and other Town departments under a variety of work conditions. Must have the ability to supervise others and schedule work.

Skills: Excellent written and verbal communication and organizational skills necessary. Must have strong public speaking and presentation skills and demonstrated competency in understanding municipal operations both internally and externally.

PHYSICAL REQUIREMENTS:

PHYSICAL DEMANDS: Standing, sitting, walking, lifting and/or driving may be frequent during the work day. Must be able to traverse varied topographical terrain to conduct various inspections. Must have sufficient manual dexterity and physical flexibility to bend and reach to complete basic office tasks. Must be able to travel, attend night meetings, and manage relatively high levels of stress.

MOTOR SKILLS: Duties are largely mental rather than physical, but the job may occasionally require the application of basic motor skills for activities such as moving objects; operating a telephone system, computer, and/or most other office equipment; keyboarding; word processing; filing; and sorting of papers.

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VISUAL DEMANDS: The employee is constantly required to read documents and reports for understanding and routinely for analytical purposes. The employee may be required to determine color differences.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Appointment to the position is contingent upon passing a pre-employment physical examination.

ACKNOWLEDGEMENT:

I have read and understand the essential job functions and the physical and mental abilities required for this job. My questions have been addressed, and by signing this document I acknowledge receipt of a copy of this job description.

Signature of Employee: _____

Printed Name of Employee: _____

Date: _____