

EXHIBIT A

TOWN AND COUNTY OF NANTUCKET

JOB DESCRIPTION

DEPARTMENT: SELECT BOARD/COUNTY COMMISSIONERS

POSITION: TOWN AND COUNTY MANAGER

COMPENSATION LEVEL: PER EMPLOYMENT AGREEMENT

EFFECTIVE DATE: SEPTEMBER 1, 2002 (UPDATED MARCH 2011)

DEFINITION

Under the policy direction of the Select Board/County Commissioners, the Town and County Manager (hereinafter "Manager") provides professional staff assistance to the Board/Commissioners, and serves as the Town's/County's Chief Administrative Officer. Provides information to the Board/Commissioners to facilitate the formulation of policy. Responsible for the implementation of Town/County government policy set by the Select Board/County Commissioners and Town Meeting. Acts by and for the Board/Commissioners in any matter which may be assigned relating to the administration of the affairs of the Town/County. Handles the day-to-day administration of Town/County government.

SUPERVISION

In accordance with the Town Charter, Chapter 289 of the Acts of 1996, and the County Charter, Chapter 290 of the Acts of 1996, the Manager is responsible for administrative and supervisory work in directing and coordinating the activities of the Town's/County's departments, commissions, boards and officers under the jurisdiction of the Select Board/County Commissioners. The Manager shall exercise administrative authority over Town/County departments in conformance with the policies set by the Board/County Commissioners, which shall include as a minimum:

- establishment and evaluation of department goals, and evaluation of department achievements and performances;
- oversight and coordination of personnel activities; and
- coordination of the Town Meeting warrant process

Employee concerns shall normally be directed through the office of the Town and County

Manager. The Select Board/County Commissioners shall deal with appointed personnel primarily through the Town and County Manager. The Manager shall have the authority to appoint personnel and to determine any and all disciplinary action for personnel under the jurisdiction of the Select Board/County Commission as provided by the Town and County Charters.

The Manager also performs varied and responsible professional functions requiring substantial initiative, independence and judgment in making day-to-day administrative decisions within the assigned areas of responsibility.

JOB ENVIRONMENT

Work is performed under typical office conditions; the work environment is frequently hectic and disruptive. Meetings which the Manager is required to attend regularly occur beyond the normal eight-hour work day. Operates computer and standard office equipment. Makes regular contract requiring excellent customer service skills with the general public, state agencies, legislators, media, Town Counsel, and other Town departments. Errors could result in delay, confusion, legal repercussions, significant monetary loss, poor employee morale, and cause severe 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.

ESSENTIAL DUTIES/RESPONSIBILITIES/FUNCTIONS

The essential functions 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.

TOWN MANAGER

- Supervises, directs and is responsible for the efficient administration of all officers, boards, councils, commissions and committees appointed by the Town Manager, and all other Town functions for which the Town Manager is given responsibility by the Charter, Town bylaw, administrative code, or other legislation; may issue administrative orders;
- Has appointment powers as provided in Section 4.3 of the Town Charter;
- With the assistance of the department heads, prepares and submits to the Select Board, all annual operating budgets and capital budgets, and any proposal for budget amendment; establishes the schedules and procedures to be followed by all Town departments, boards, councils, commissions and committees in connection therewith and directs all phases of the budgetary process throughout the fiscal year;
- Prepares the Town Meeting warrant for adoption by the Select Board pursuant to a schedule set by the Board, by administrative code or Town bylaw;

- May be present at all meetings of the Select Board and may participate in all deliberations, without the right to vote;
- With the assistance of the Town department heads, ensures adequate inventory, care, construction and maintenance of all Town properties, owned or leased, and fosters centralized purchasing including, if so requested, for the School Committee;
- Requires reports from and may examine the records, accounts and operations of any Town department, board, council, commission or committee and recommends whatever actions or programs are deemed necessary or desirable for the Town, the welfare of its residents and of visitors to the Islands;
- Reviews, analyzes and forecasts trends of Town services and programs of all Town departments, boards, councils, commissions and committees and makes reports and recommendations thereon to the Select Board;
- Negotiates and signs, on behalf of the Town, contracts and contract amendments for the Town and initiates contract terminations and enforcement actions, subject in each case to resolution of approval or disapproval of the Select Board, and including any Town employment (but not union) contracts, subject to the availability of funds;
- Participates in personnel matters by serving as the representative of the Select Board in collective bargaining matters with the Town's labor attorney, including but not limited to meeting with union representatives, negotiating collective bargaining agreements and overseeing administration of the agreements, as directed by the Select Board;
- Has the authority, subject to resolution of approval or disapproval of the Select Board, to prosecute, defend and compromise all litigation to which the Town is party. In the event that a board, council, commission or committee of the Town is a party defendant to litigation and the Town a party plaintiff, that board may vote to be represented by a special counsel funded from the same appropriation as Town Counsel would otherwise be;
- Assures that all terms and conditions imposed in favor of the Town or its inhabitants in any statute, franchise or contract are faithfully kept and performed;
- May order any Town Administration department head to undertake tasks for any other Town Administration department, on a temporary basis, if deemed necessary for proper and efficient administration;
- Makes recommendations to the Select Board of actions they might take for the improvement of the Town and for the welfare of its residents and Island visitors, also for provision of adequate working space and conditions of Town Administration and other Town agencies;

- Approves warrants for payment before such warrants are submitted to the Select Board;
- Fully implements the Select Board's Town Counsel policy; and,
- Performs any other duties as may be required by the Town Charter, by Town bylaw or by majority vote of a quorum of the Select Board.

COUNTY MANAGER

- Requires reports from and may examine the records, accounts and operations of any agency of County government and shall recommend whatever actions or programs are deemed necessary or desirable for the County, the welfare of its residents and of visitors to the Islands;
- Appoints the heads of all county administrative departments (other than those who are elected) with the advice and consent of the five members who perform the functions of County Commissioners, and appoints all members of County committees and other County administrative personnel whose appointment is not prescribed elsewhere in the County Charter; and may, except as may be provided by the General Laws or any applicable civil service regulations, at the Manager's discretion remove, suspend or otherwise discipline any such appointee subject to the provisions of Article IV of the County Charter; and may, subject to any applicable provisions of the General Laws; delegate to any department head the County Manager's powers of appointment and removal of departmental employees;
- Coordinates with the Director of County Finance, the preparation, for submission to the five members performing the functions of County Commissioners, of a proposed annual operating budget and a capital budget, and any proposal for budget amendment; and establishes the schedules and procedures to be followed by all County departments and agencies in connection therewith and coordinates, with the Director of County Finance, all phases of the budgetary process throughout each fiscal year;
- May be present at all meetings of the five members who perform the functions of County Commissioners and may participate in all deliberations, without the right to vote;
- Insures through the office of the various County department heads adequate supervision, direction and control of all County administrative departments and the care and maintenance of all County properties, institutions and agencies;
- Organizes the work of the County departments, subject to the County Charter, the General Laws, and any administrative code adopted by the five members performing the functions of County Commissioners, and makes any recommendations pertaining thereto;

- Reviews, analyzes and forecasts trends of County services and programs of all County departments and other agencies and makes reports and recommendations thereon;
- Negotiates contracts for the County with the approval of the five members performing the functions of County Commissioners, including any County employment and union contracts;
- Assures that all terms and conditions imposed in favor of the County or its inhabitants in any statute, franchise or contract are faithfully kept and performed;
- May order any County agency or department head to undertake tasks for any other County agency, on a temporary basis, if deemed necessary for proper and efficient administration;
- Makes recommendations to the five members who perform the functions of County Commissioners for actions they might take for the improvement of the County and for the welfare of its residents and visitors to the Islands; and,
- Performs any other duties as may be required by the County Charter, by County ordinance or by majority vote of the five members performing the functions of County Commissioners.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience: Requires a Bachelor's degree in government or related field. Master's Degree in Public Administration or related field or the equivalent desired, plus a minimum of four years of responsible administrative experience within a municipality.

Knowledge, Ability and Skills:

Knowledge. Must have working knowledge of municipal government functions, organization, methods and techniques employed in the operation of such government. Must have knowledge of the principles, practices and methods of financial administration, records management, operations analysis, personnel administration and management as they apply to municipal government. Working knowledge of federal, state and local laws, regulations and requirements relating to municipal government (relevant Massachusetts General Laws knowledge preferred) is necessary.

Ability. Must have the ability to analyze a variety of administrative problems, make recommendations for their solution and implement recommendations. Must have ability to deal appropriately, tactfully, courteously and cooperatively with the public, Town officials and employees, the media, civic groups, state and local agencies, and others, both in person and by telephone. Must have ability to communicate clearly both in writing and verbally. Ability to operate general office equipment, including but not limited to computer, telephone, copy machine, facsimile machine, is necessary. Must have ability to supervise subordinate personnel efficiently. Must be able to plan, organize, evaluate and control the administration of a variety of Town

programs; and to understand and manage numerous complex objectives and issues and exercise professional, rational judgement.

Skills. Excellent written and verbal communication and organizational skills necessary. Effective conflict resolution skills extremely useful.

PHYSICAL REQUIREMENTS

Must have sufficient manual dexterity and physical flexibility to bend and reach to complete basic office tasks. The work involves standing, sitting and/or walking. Must be able to travel, attend night meetings and manage relatively high levels of stress. Work occasionally requires outdoor activities such as field inspections which may need to be conducted in inclement weather.

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