

JOB DESCRIPTION FOR EXECUTIVE DIRECTOR, TOWN OF WELLESLEY, MA

Position Description

The Executive Director of General Government Services is the Chief Operating Officer of the Town of Wellesley ("Town"). The Executive Director is appointed by the Town's Board of Selectmen ("Board") which serves as the town's Chief Executive body and sets many of the Town's policies. The Executive Director assists the Board in its annual development of Town-wide goals and objectives and is responsible for coordinating staff initiatives to achieve those goals and objectives. He or she functions with wide latitude for independent judgment and initiative in managing staff and supervising operations of all entities under the purview of the Board, and oversees and is responsible to the Board in its obligations for the Town's finances and operations. The Executive Director's performance is reviewed and evaluated annually by the Board.

Essential Functions

The Executive Director provides the following essential functions:

- Acts as Chief Operating Officer and Chief Procurement Officer of the Town;
- Oversees the daily operations of the Town;
- Supervises and supports staff in the Selectmen's office;
- Prepares meeting materials and reports to the Board;
- Implements the policies and procedures adopted by the Board;
- Oversees and is responsible for the annual preparation and implementation of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget as well as development and enforcement of internal financial controls;
- Oversees and is responsible for the maintenance, repair and facility planning for all Town buildings and other structural assets other than those of the Municipal Light Plant;
- Supervises Town departments for which the Board is the appointing or employing authority, with the exception of the Police and Fire Departments;
- Appoints the Finance Director, the Facilities Maintenance Director, the Information Technology Director, and the Building Inspector, subject to the approval of the Board, and any other employees for whom funding is provided in the approved annual operating budget, whose Board or committee, acting as the employing authority, is itself appointed by the Board;
- Provides financial operations and other support to the Police and Fire departments and collaborates with the Police Chief and Fire Chief to provide efficient, effective and coordinated public safety services to the Town;
- Provides leadership on projects and activities involving multiple boards and/or committees;
- Supports the Board, other elected and appointed boards, and any consultants in the development of the Unified Plan;
- Coordinates the implementation of programs town-wide to achieve the objectives outlined in the Unified Plan and report annually to Town Meeting on progress;
- Enforces Town bylaws and implement actions passed at Town Meeting; and
- Works according to established professional, departmental and Town policies and procedures, standards, special directives, instructions and intent.

Specific Duties

The Executive Director performs the following specific duties:

For The Board of Selectmen

- oversees the hiring, evaluation and termination of the Finance Director, Facilities Maintenance Director, the Information Technology Director, the Building Inspector and any other employees whose Board or committee, acting as the employing authority, is itself appointed by the Board. The Executive Director shall work with the Human Resources (“HR”) Director and HR Board to develop the hiring, evaluation, and termination processes.
- attends and participates in all Board meetings unless excused, but does not vote; attends all sessions of Town Meeting and answers all questions within the scope of his/her responsibilities;
- provides Town Meeting with a complete analysis of the budget and answers questions related to the proposed budget; and
- advises the Board fully as to the needs of the Town, and recommends to the Board for adoption such measures requiring action by them or by the Town as may be deemed necessary or appropriate;
- administers, either directly or through a designee all provisions of general and special laws applicable to the Town, all by-laws and votes of the Town, and all rules and regulations made by the Board;
- under the direction of the Board, prosecutes or defends all litigation to which the town is party in consultation with counsel, acts as primary liaison with all legal counsels on matters relevant to the Town, and assists Town Counsel with preparation of litigation proceedings and materials;
- employs special counsel with the approval of the Board to assist Town Counsel whenever necessary;
- develops performance benchmarking information in conjunction with department heads for all municipal services other than education and electric;
- collaborates with the School Department and Municipal Light Plant in the development of benchmarking information for educational and electric programs;
- with the Board, participates in a collaborative process with other town boards in the development of a community-wide strategic and comprehensive plan (“the Unified Plan”), implements, monitors and assesses progress on the Plan, provides an annual report on progress made in achieving the objectives of the Plan, and coordinates updates to the Plan not less than every five (5) years;
- provides advice and assistance to boards and committees of the Town; and
- oversees a process with the Board and Advisory Committee to provide a calendar, process, guidelines, review and ultimately Town Meeting approval of the Town-Wide Financial Plan, Five-Year Capital Budget Program, and Annual Operating Budget.

In Municipal, State, Statutory and Regulatory Affairs

- assures compliance with relevant federal laws and regulations, Massachusetts General Laws and municipal bylaws, ordinances and regulations;
- acts as the liaison with the state and federal government; local civic and business entities; and other municipalities and municipal organizations.

Related to Human Resources

- oversees the hiring, evaluation and termination of the all employees where the Board or a committee appointed by the Board is the employing authority, except the Police Department and Fire Department; establishes operating policies, and determines authority and responsibilities of subordinate personnel; and
- negotiates (in consultation with the Board on major negotiation issues) and administers all collective bargaining agreements with the employee organizations representing Town employees; and participates as the Town member of the School Committee in the deliberations and votes of the School Committee for purposes of collective bargaining with employee organizations representing School Department employees, as provided in M.G.L. c.150E.

Regarding Town Assets

- oversees the maintenance and repair of all Town buildings, including school buildings and grounds (with the exception of the Municipal Light Plant) through oversight of the Facilities Maintenance Department (“FMD”);
- works with Town boards, committees, and departments to implement sustainable practices in Town buildings and operations and oversees environmentally responsible stewardship of the Town’s natural assets;
- compiles and maintains a full and complete inventory of Town property, both real and personal;
- oversees, directly or through department heads the rental and use of all Town property, except property under the care, custody, management and control of the School Committee, Library Board of Trustees, and the Municipal Light Board.

Regarding Financial Management and Record-Keeping

- following consultation with Town Departments and Boards, submits to the Board for its approval, a proposed annual operating budget that includes revenue, expenditure, and tax rate projections for the upcoming fiscal year. The Finance Director and Finance Department have primary staff responsibility for budget preparation. The Executive Director's staff provides budget support and the Executive Director prepares an annual Budget Message and presentations for Town Meeting and other forums;
- following consultation with Town departments and boards, submits to the Board for its approval a Town-Wide Financial Plan, Five-year Capital Budget Program, and an Annual Operating Budget;
- submits the Annual Operating Budget to the Advisory Committee for its recommendation and presents it to Town Meeting for its approval;
- ensures fiscal responsibility and maintains modern accounting and financial reporting practices;
- serves as Procurement Officer for the Town, awarding all contracts for all departments and activities of the Town including the School Department, and may delegate this responsibility;
- works with the Finance Director and Treasurer to plan for short- and long-term financing for capital projects;
- applies for and administers federal, state and private grant funds;
- keeps full and complete records of the office of Executive Director and renders as often as may be required by the Board of Selectmen a full report of all operations during that period;
- reports to the Board, Advisory Committee, and Town Meeting as to the financial condition of the Town.

General Responsibilities

- serves as liaison to the press; provides accurate information concerning Town projects, activities, policies, practices, proposals and decisions;
- performs other management functions as required to ensure the effective and efficient operation of Town activities and delivery of Town services.
- Is accessible to and interfaces with Town residents

Working Conditions

- work environment is a normal office setting with moderately quiet noise level;
- position requires frequent use of personal computer, including word processing, internet and spreadsheet programs; calculator, telephone, and copy machine;
- frequent walking, talking, listening, and participation in meetings;
- occasional exposure to extremes in temperature and other natural elements when making site visits to Town projects;
- involves extensive out-of-office meetings within Town and occasionally other communities;
- often requires attendance at evening meetings.

Qualifications

Educational requirements:

An advanced degree in business, public administration or other appropriate field is preferred. The ideal candidate will have at least ten years of progressive leadership or executive-level experience preferably in municipal government.

Experience:

- The candidate will have comprehensive knowledge of the functions of municipal government and the operations of municipal finance, budgeting, and human resources, as well as demonstrated skills in managing the finances and interests of multiple stakeholders throughout the community.
- Experience in municipal collective bargaining and managing employees in a unionized environment will be considered highly advantageous.
- Applicants who have held elective office in the Town for any period during the prior twelve months are not eligible for this position.
- Residence in Wellesley is not required.

Skills required:

- Demonstrated ability to communicate effectively orally and in writing, including public speaking;
- Excellent managerial and organizational skills;
- Ability to establish and maintain effective working relationships with all Town employees, board/committee members, officials, and the general public;
- Ability to work under considerable time pressure;
- Ability to recognize Town-wide priorities and work cooperatively to support their accomplishment;
- Ability to prioritize multiple tasks, and to respond appropriately and effectively to interruptions;
- Imagination, innovation and judgment related to planning and working with multiple individuals;
- and

- Ability to create effective and high-performing teams across different departments, while addressing the perspectives and priorities of the many stakeholders within the municipal structure