



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

Town of Truro

Job Description

Title: Town Manager

Reports to: Truro Select Board

Position profile: In conformity with the requirements of the Truro Charter, in particular the provisions of Chapter 5, the Town Manager shall serve as the Chief Administrative Officer of the Town under the direction of and accountable to the Select Board.

The job requires exceptional communication skills, strong leadership and financial management abilities, and municipal management experience.

Appointment: The Select Board will, by an affirmative vote of at least four of its five members, appoint a Town Manager whose terms of employment will be set by negotiated employment contract.

Specific Duties: 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.

The Town Manager will oversee the annual operating budget and capital expenditures budget to ensure all funds are expended or committed in accordance with General Law, the Truro Town Charter, Bylaws, or Town Meeting vote.

The Town Manager will be the chief administrative officer of the Town and responsible for administering and coordinating all appointed Town employees, offices, and departments. The manager serves as the primary spokesperson for the Town.

The Town Manager, in conjunction with the Select Board, will administer and enforce the Personnel Bylaw and any other personnel rules or regulations adopted by the Town or by collective bargaining agreements.



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The Town Manager shall provide the Select Board with administrative support, including policy recommendations, meeting materials and operational guidance.

The Town Manager shall support the Select Board in preparation and execution of Town Meetings, including preparation of warrant articles, motion book, planning, logistics and infrastructure.

Principal Areas of Responsibility

A. Financial

With the approval of the Select Board, the Town Manager will establish and, transmit to all department heads and budget managers a schedule for delivery of the annual operating budget and capital improvement plan for the ensuing fiscal year.

The Town Manager will submit to the Select Board a draft budget of the probable expenditures of the Town government (including the draft school budget) for the ensuing fiscal year. The draft budget shall include revenue projections for the ensuing fiscal year; and a summary of the Town's debt position and projections.

Also included should be an explanation of any service changes, major expenditure changes, or changes from the current fiscal year's financial policies, and the reason for those changes.

The Town Manager will submit to the Select Board a five-year capital improvement plan and a list, together with supporting data, of all capital improvements proposed to be undertaken in the next five years; such list to include all capital improvements of the School Department and those resulting from any intermunicipal or regional agreements.

The Town Manager will keep a record of property owned by the Town in excess of a certain value to be determined by the Select Board and the Finance Committee and ensure that a full and complete record of the financial and administrative activities of the town is kept.

The Town Manager will be the Chief Procurement Officer responsible for purchasing for all Town offices or departments, except supplies and services purchased for the School Department.



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The Town Manager will keep the Select Board fully informed as to the availability of all sources of outside funding, both public and private, including, but not limited to, intergovernmental grants, so called "in-lieu-of-taxes" payments, gifts, bequests, contributions or otherwise.

B. Operations

The Select Board will act in its executive capacity as the chief goal-setting, policy-making and long-range planning body of the Town and as such shall regularly provide direction to the Town Manager, who shall administer the day-to-day affairs of the Town in accordance with such goals, policies, or plans.

The Town Manager will attend all meetings of the Select Board and may attend any regular meeting of any multimember body of the Town, and may speak, but not vote, at any such meeting. The Town Manager will attend all sessions of the Town Meeting.

The Town Manager shall represent Truro in its relations with federal, state, county, and local units of government as directed by the Select Board.

The Town Manager will keep the Select Board fully informed as to the needs and problems of the Town.

The Town Manager will inform the Select Board of any vacancies in Town offices and multi-member bodies which are appointed by the Select Board.

Warrants for the expenditure of Town funds, prepared and signed by the Town Accountant in accordance with Mass. General Law, shall be approved by the Town Manager.

The Select Board will appoint a collective bargaining team, which shall include the Town Manager and may include members of the Select Board, labor counsel and those department heads whose employees shall be subject to the collective bargaining agreement. The collective bargaining team will appoint one of its members to serve as the negotiator.

C. Personnel

More detail on personnel provisions is specified in the Truro Charter.



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The Town Manager shall, in conjunction with the Select Board, develop and maintain a personnel plan establishing the staffing requirements of all Town departments or offices, except for those of the School Department.

The Town Manager shall ensure that attendance records and job descriptions, including qualifications and compensation schedules, are written, signed and maintained for all employees and appointed officials. The Town Manager will annually review compensation schedules and make recommendations regarding modification of the schedules to the Select Board.

The Town Manager may, with the approval of the Select Board, establish, reorganize, consolidate, or abolish any positions which are subject to the direction and supervision of the Town Manager, except as otherwise provided by General Law or Bylaw. The creation of any new position under this section shall not become effective until the position has been funded by Town Meeting.

The Select Board shall deal with employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager.

The Town Manager will make appointments on the basis of merit and fitness alone, and may suspend or remove Town officials or employees who are subject to the direction and supervision of the Town Manager for just cause.

After consultation with the Select Board, the Town Manager will appoint all department heads reporting to that office. The Town Manager shall appoint all full-time, part-time or seasonal employees, except those of the School Department.

Qualifications:

A bachelor's degree, preferably in public administration, granted by an accredited degree-granting college or university.

At least three years of compensated service in public administration at a managerial level, provided that the educational qualification is in public administration. Otherwise the professional qualifications shall include at least six years' compensated service in public administration, with at least three of those years at a managerial level.



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Applicants should be certified as a Massachusetts Public Purchasing Official. If the applicant does not hold a current certification, successful completion of the training program within one year, at the applicant's expense, will be required.

Other skills desired in a successful candidate:

- Must demonstrate prior success in leading a complex municipal organization and be competent in all areas of municipal management and operations, but especially in housing, finance, environmental issues, communications, tourism, economic development, and community building.
- Must be adaptable, flexible and have an understanding of small-town municipal management.
- Must be a skilled listener who is willing to develop and sustain credible relations with year-round and part-time residents, staff, business owners, volunteers, other Cape Cod town managers and Cape Cod National Seashore officials.
- Must be able to delegate effectively, mentor department heads, and provide support and motivation to Town employees.
- Must be confident, compassionate, organized and patient and lead by example.
- Must have a sensitivity to, and respect for, the culture of the community.
- Must be able to speak articulately, clearly and concisely, and have strong written communication and presentation skills.
- Will be expected to be inclusive, collaborative, ethical and committed to transparency in government.
- Must be knowledgeable about municipal management best practices and able to implement them.
- Must be able to develop and encourage creative thinking to solve long-term issues.
- Should have experience working in a seasonal community.
- Should be technologically savvy, understanding the benefits appropriately used technology can provide.
- Should support data-driven decision making.
- Should be policy-minded and skilled at long-term planning.
- Should be skilled at managing time to accommodate regular off-hours meetings and events.
- Should be enthusiastic and strive to build morale.



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- Should enjoy engaging with community members, including working alongside volunteers and attending Town events and activities.

Weekly Hours: The Town Manager shall be required to devote the amount of time necessary to discharge effectively, professionally, and diligently the duties of the position. The Town Manager's work week shall ordinarily consist of a five-day week, Monday through Friday, of forty (40) hours.

Additionally, evening and/or weekend hours may be necessary from time to time in order to discharge their duties. Therefore, the Town Manager will be allowed a flexible time schedule that permits, for example, the employee to take non-accruable compensatory time from work at their discretion, and with the knowledge of the Select Board, without such time being charged against available benefit leave time.

The Town Manager shall devote full time to the duties of the office and shall not hold any other public office, elected or appointed, nor be engaged in any other business, occupation, or profession while serving in such office, unless such action is approved in advance and in writing by the Select Board.

Job Environment: Work is performed in a typical office setting and at multiple locations within the town, as well as at meeting sites in other towns

Remote work at times is appropriate by agreement between the Select Board and Town Manager.

Physical requirements: Minimal physical effort generally required in performing duties under typical office conditions. Regularly required to maintain a stationary position, often for long periods of time. Regularly required to move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers). Occasionally required to traverse other community buildings and grounds. Must be able to manipulate objects, tools or controls, and be able to use common office objects and equipment. Ability to view computer screens and operate a keyboard at an efficient speed. Occasionally required to move objects weighing up to 25 lbs. Hearing and vision correctable to normal ranges; close-up vision and the ability to adjust focus across a presentation audience. Able to operate an automobile to perform in-town and out-of-town travel to transact town business, including at night.



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(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.)