



TOWN MANAGER'S OFFICE
ASSISTANT TOWN MANAGER/DIRECTOR OF HUMAN RESOURCES

Unit: Non Union

Status: Exempt

Reporting To: Town Manager

Base Wages: MS-14, \$1,696.42/week to \$2,146.68/week

Hours: 35 hours per week, 8:30AM to 4:30PM M-F. Required to be available after-hours for meetings and other needs of the Town.

Application Deadline: October 7, 2016

Definition

The Assistant Town Manager/Director of Human Resources reviews, evaluates, and advises the Town Manager on a wide range of Town-related issues, participates in the development of long-range plans, strategic initiatives, and the annual budget; is responsible for the coordination and direction of human resources and risk management; oversees the Information Technology Department and the Town Manager's Office staff; represents the Town Manager and the Town at public meetings, forums, and events, and serves as a key member of the senior leadership team.

Essential Functions

Working under the direction of the Town Manager, perform the following functions:

- Assist the Town Manager on a variety of broad-based management issues, assist in the planning, analysis and implementation of Town-wide projects and initiatives. Work with department heads to ensure implementation of the Town Manager's goals, objectives, and directives.
- Serve as a representative for the Town Manager and Town in a variety of forum and venues, may act on behalf of the Town Manager in his/her absence.
- Assess the work environment for effective performance, training and development needs, employee relations, organizational structure, and interdepartmental relations; recommend strategies and initiatives to achieve optimum operations. Develops and recommends administrative controls, policies, and procedures, implements and enforces policies and procedures.
- Direct and administer the human resources function for Town personnel, including maintaining accurate and current position descriptions, assisting in the formulation and oversight of uniform application of policies and procedures, monitor adherence to the classification and compensation plans and update as needed, administer employee benefit programs, develop training programs, and policy. Oversee the recruitment, evaluation, and onboarding of new employees, and advise and assist department heads with personnel actions relative to existing employees. Ensure the Town is compliant with all federal, state, and Civil Service laws applicable to its employees.
- Oversee the training and benefit development for employees including annual training offerings, the Annual Health and Wellness fair, training on local, state and federal statutes, policies and best practices, risk control and reduction programs, and other initiatives that support the goals of the Town.
- Prepare collective bargaining proposals, recommend strategies, and participate in collective bargaining and other union negotiations, review and track grievances, maintain files for arbitration cases, and assist in maintaining productive relations between the Town and its collective bargaining units.
- Assist the Town Manager in the development of the annual budget, the five-year capital improvement plan, and the associated publications and presentations. Provide reports, analysis, and advice on funding projections, requests, and allocations. Assist in the presentation of the budget, respond to requests for

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information from the Finance Committee and others, and participate in the meetings and hearings associated with the review and approval of the annual budget and multi-year plans.

- Oversee the Informational Technology Department and its staff. Support the department head in developing multi-year goals and plans, implementation of annual objectives, and provision of excellent IT service to Town employees. Oversee the implementation and expenditure of the annual budget and capital funding.
- Guide procurement activities for the Town, assist other departments with the procurement of goods and services, and capital investments. Ensure procurement is compliant with state statutes and local bylaws.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Public Administration, Business Administration, Human Resources, or related field or equivalent combination of education, certification and experience. Master's Degree in Public Administration or advanced degree in a related field preferred.
- Valid Driver's License
- Solid understanding of municipal functions, finances and operations.
- Ability to be self-motivating and independent, able to manage and prioritize workload with general direction, and ability to successfully complete work assignments.
- Excellent interpersonal skills, demonstrated leadership skills, and ability to effectively handle sensitive employee and resident related matters.
- Ability to administer and interpret regulations, policies, and procedures firmly, tactfully, and impartially, while maintaining flexibility to compromise and reach consensus when appropriate.
- Ability to exercise excellent judgment and reasoning skills to solve complex problems in an appropriate manner, with a high degree of diplomacy and ability to influence all types of people.
- Fully capable of utilizing the full complement of office software including Excel, Word and PowerPoint. Familiar with the use of social media technology.
- Availability to attend after-hours meetings and events, and to perform work evenings and weekends as needed.
- Ability to be equally effective working on a team and working independently.

Job Environment

Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces. Noise levels vary and include typical office environment noises. Exposure to protected and confidential information will exist.

Physical Requirements

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 50 pounds. This position requires the ability to operate a keyboard, computer mouse, telephone, copier, and other standard office equipment.

EOE

To Apply:

Submit resume, cover letter and salary requirements to:

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Town Manager's Office
Attn: Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at:
jobs@wilmingtonma.gov

If submitting by email please use "Position: Assistant Town Manager" in the subject line. Resume, cover letter, and salary requirements may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically in a file type other than PDF.