HARWICH POSITION PROFILE

BOARD OF SELECTMEN CHARTER RESPONSIBILITIES

Section 2. Policy Leadership Responsibilities

3-2-1 Except as otherwise provided by this charter, all executive powers of the town shall be vested in the board of selectmen. The board of selectmen shall have all of the powers and duties given to boards of selectmen under the constitution and General Laws of the commonwealth, and any additional powers and duties that may be authorized by the charter, by by-law, or by any other town meeting vote.

3-2-2 The board of selectmen shall cause the laws and orders for the government of the town to be enforced and shall cause an up-to-date record of all its official acts to be kept.

3-2-3 The board of selectmen shall serve as the chief policy-making agency of the town and, as such, shall not normally administer the day-to-day affairs of the town, but shall instead regularly direct the town administrator to help it in carrying out its administrative duties and make recommendations to the town meeting relating to actions required to be taken by that body.

TOWN ADMINISTRATOR POSITION PROFILE

The Board of Selectmen seeks a Town Administrator with strong leadership abilities, municipal or private management experience, and an interest in a tenure of at least five years in Harwich.

The successful candidate should possess a bachelor's degree in a field related to municipal management, with a master's degree in public administration, business management, or a related field preferred, and have a minimum of 3-5 years of progressive related experience. Massachusetts experience is preferred. The successful candidate should possess demonstrated skills, abilities and knowledge in municipal finance and budgeting, team building, economic development and community planning, proj ect management, and personnel management.

Prior municipal government experience is important but not essential.

Strong Leadership and Communication Abilities.

 Candidate must be open and honest with the board and be able to present all sides of an issue that affect Harwich.

* Demonstrate unquestioned integrity in interactions with officials, colleagues and residents.
* The successful candidate must demonstrate prior success in leading a complex municipal or private organization
* The TA must delegate effectively, mentor department heads, and provide support and motivation to ensure continued high performance and professional growth for Harwich employees. He or she must be a strategic and dynamic leader who employs a teamwork approach.
* The TA must be able to delegate effectively, mentor department heads, and provide support and motivation to ensure continued high performance and professional growth for Harwich employees.
* The TA must be able to develop and sustain credible relations with residents, staff, and union representatives.
* The TA must have the ability to effectively explain complex issues to individuals, committees, and the citizenry o Excellent communication skills are a must, including the ability to listen and understand (rather than to respond), communicate with various community stakeholders and develop good relations with the all citizens.

Budget and Finance o Must have public budgeting/finance knowledge and demonstrated prior experience in managing a large organizational budget.

* The TA should have strong finance skills and be a strategic thinker, particularly regarding budgeting, project management, and economic and community development.
* Experience and expertise in planning and carrying out Capital Projects is desirable, as well as positioning Harwich to receive state and federal grants

# Human Resource Management

0 Must have demonstrated experience in supervision of employees. Candidate should have good grasp of pay, performance and general personnel management best practices.  Must demonstrate a personality that can readily communicate Harwich's goals and needs to its employees.

 Create and sustain a goal-oriented and performance-based environment by establishing, maintaining and promoting effective policies and initiatives.

# Organizational/Staff Development

* Must demonstrate the ability to evaluate the current organization and make recommendations for improved efficiency and effectiveness.
* Must be able to assist employees in their professional development and to encourage a continuous learning environment.

# Community Planning and Development

* A good understanding and grasp of effective community planning and development methodologies and techniques is desirable.
* Experience in the use of economic development tools, particularly financing, is desirable as well as the ability to work effectively with developers and business owners/entrepreneurs.

# Intergovernmental Relations

 Must be able to relate to and develop a good working relationship with other local governments, particularly surrounding municipalities, county government, community organizations, schools, and state and federal agencies.

# Personal Qualities

* Candidate must have both personal and professional integrity and demonstrate open and positive communication skills. Must be able to demonstrate a positive, productive attitude to all citizens.
* Must not be afraid of conflict and be willing and able to mediate conflictual situations when necessary and appropriate.
* An ability to be an "out of the box" type of thinker is also desired.