

Responsibilities of the Town Administrator

The TA is responsible for preparation of the budget and the town's capital expenditures plan. S/he provides unbiased guidance to the Board of Selectmen as they develop and approve the Town's policy direction and is responsible for implementation of such policies once enacted.

The TA recommends the appointment of most department heads and is responsible for the coordinates all of all municipal departments and employees. The TA, with Selectmen approval, may establish, reorganize, consolidate or abolish departments and positions. S/he also serves as Chief Procurement Officer.

The TA exercises authority over the human resources function, collective bargaining, the classification and compensation plans and benefits programs and monitors matters involving litigation.

Current Issues for the Town Administrator

Financial Planning- the next TA will need to guide the Town in annual budget practices that are less dependent on the use of non-recurring revenue to fund recurring expenses and to help build the Town's cash reserves.

Communication- the next TA will need to build strategic relationships with staff and a number of independent elected and appointed Boards as well as a formal system of regular communication that unites the Town and encourages collaboration and collegiality.

Economic Development- the Town values its rural culture, but views route 20 as a critical and underutilized area worthy of attention and of economic development.

Reorganization Management and Transition Planning- Some key department heads will be retiring within five years. Charlton's next leader should be able to lead and guide the staff in evaluating restructuring and reorganization opportunities as well as develop formal successor transition plans

Team and Community Building- connecting the work of the organization to the goals of Board of Selectmen and the Town's many other independent committees is a critical priority. Working with residents, elected and appointed officials to create an atmosphere of inclusion and transparency.

Labor Relations- There are four labor unions in Charlton. Most but not all employees are unionized. The next TA will need to be skilled and experienced in collective bargaining.

Revenue Development- property taxes fund most of the Town's budget. Developing alternative revenue sources such as grants, and other outside aid will be a challenge. The next TA will need a deft touch in balancing the budget while maintaining the many services enjoyed by Charlton's citizens.

Staff Development – The next TA must delegate, be a servant of the organization and develop effective accountability systems.

Infrastructure Planning and Financing- The TA will need to develop with the Selectmen and community and responsible, reliable and consistent system of capital planning and financing

CAREER OPPORTUNITY

**A Profile
Town Administrator
Charlton, Massachusetts**

www.townofcharlton.net

To apply send resume or make inquiry in confidence to:



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Town Government

Charlton is governed by an elected five-member Board of Selectmen and an Open Town Meeting. The Town Administrator is appointed by the Board of Selectmen to manage the Town. Removal from office requires a 4/5ths vote of the Board of Selectmen. The Selectmen establish policies and in collaboration with a number of independent Boards and Committees as well as the professional municipal staff formulate the Town's budget. Town Meeting, held annually in the spring, adopts the operating and capital budgets and acts on planning/zoning and other bylaws.

FY2020 approved budget totals \$30.1 million, 76% of which is funded through the Real Estate Tax levy. The Town has approximately 100 full time and 26-part time municipal employees. The municipal web site www.townofcharlton.net provides additional information.

The Town of Charlton

Charlton was first settled in 1735. It was established as a District separated from Oxford on January 10, 1755, and became a Town in 1775 by a law that made all Districts into Towns. It was named after Sir Francis Charlton. During the 1800s, farming continued to be the major occupation, but woolen mills were being built along some of the town's brooks by the turn of the twentieth century.

The town has a total area of 43.8 square miles, of which 42.5 square miles is land and 1.2 square miles is water.

The town is bordered on the west by Sturbridge; on the north by East Brookfield, Spencer and Leicester; on the east by Oxford; and on the south by Dudley and Southbridge.

Charlton is bisected by north-south Route 31, which runs through the historical villages of Charlton Center, Charlton City and Charlton Depot. North-south Route 169 connects Charlton with Southbridge. East-west routes include Route 20, a major commuter road, and the Massachusetts Turnpike (Interstate 90), which crosses through Charlton but does not have an exit in the town. Charlton is 54 miles west of Boston, 49 miles of Hartford and 41 miles east of Springfield

There are approximately 13,000 people and approximately 4,000 households in the town. The population density 264.8 people per square mile The racial makeup of the town was 98.08 Caucasian.

Desired Managerial Style, Experience and Education

A seasoned municipal administrator with a track record of success and demonstrated record of accomplishment. The new Town Administrator (TA) must demonstrate prior success in municipal budgeting, financial forecasting as well as an ability to develop proven financial policies embraced by the community that foster financial stability.

Charlton's next TA must be able to work collaboratively with a variety of interests to effectively communicate the Board of Selectmen's vision for the Town. It is important for the next TA to be a visible presence in the community.

The TA must be able to build on an already strong team of department heads. S/he must be able to delegate effectively; communicate to staff, committees and the community; listen to

understand; to identify problems and empower the staff to solve them; and to recognize and display superior performance from all involved.

Extensive experience and demonstrated successful outcomes in labor relations and negotiations is critical. The next TA should be professional while being accessible, approachable as well as clear as to expectations with employees at all levels of the organization. Charlton's next leader should make a strong personal and professional connection to the staff, the appointed and elected leaders and the community.

The successful TA candidate should have prior management experience, preferably possess a master's degree in public or business administration and have a demonstrated history of performance excellence.

Compensation is competitive and negotiable. A preliminary salary range of \$80,000 to \$140,000 has been established. Interested candidates should submit cover letter and resume in confidence to Richard J. White, Groux-White Consulting, LLC, rickwhite58@verizon.net. Applications will be screened on a rolling basis.

