

7:30
Item 4(c)

Town Administrator's Primary Responsibilities

The following is an estimate of time I spend in addressing what I perceive as the primary responsibilities of the Town Administrator:

- **Budget 30%**- review and sign vouchers, warrants, invoices, payrolls, wage adjustments and contracts. Review revenue and spending with Finance Department. Respond to requests from department heads.
- **Human Resource Issues 35%**-collective bargaining negotiations, benefits negotiation and implementation, grievances, investigations, disciplinary actions, supervise department heads.
- **Selectmen Initiatives 25%**- carry out the policy directives of the Board of Selectmen and their appointed Committees. Initiatives can include drafting warrant articles, identifying revenues and developing a budget, policy drafting, grant applications and administration, hiring consultants as well as other support activities.
- **Constituent Services 8%**- address issues raised by residents who come to the Selectmen's office or contact me by phone or email. Refer requests to other departments when appropriate. Frequent issues include bylaw enforcement, property damage claims, trash issues and tax questions.
- **Interact with other government officials 2%**- work with elected and appointed officials in state and local governments. Discuss best practices and innovations. Participate in regional initiatives.

Please note that from January 15th to April 15th my time is dominated by Town Meeting preparation. During this period, approximately sixty percent of my time is devoted to budget and warrant preparation. Less time is devoted to interaction with other government officials and human resource issues.