

JOB DESCRIPTION – ASSISTANT CHIEF ADMINISTRATIVE OFFICER (ACAO)

GENERAL PURPOSE

Serves as a member of the senior leadership team along with the Chief Administrative Officer (CAO) and senior staff in the Towns of Lee and Lenox. Assumes the authority and duties of the CAO in an acting capacity when the CAO is absent. Primarily responsible for managing human resource administration, benefits management (including School Department staff and retirees in both towns), contract management for six (6) units and leads/assists in the collective bargaining process. Develops and implements procedures to bring towns into compliance with local, state, and federal policies, rules and regulations. Works closely with the CAO and other department heads to determine and achieve human resources goals. Assists the CAO as assigned, usually on a project basis.

SUPERVISION RECEIVED

Works under the general direction of the Chief Administrative Officer for the towns of Lee and Lenox.

SUPERVISION EXERCISED

Entrusted with all authority of the CAO when implementing directives as prescribed by the Town Administrator Special Act in the Town of Lee and the Town Manager Act of 1991 in the Town of Lenox. Leads collective bargaining negotiation activities. Also monitors and reviews reports from third party administrators, and bids services where necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Serve the general human resources needs of municipal departments and employees (excluding schools). However, for both municipal and school department/employees, develop and administer all employee benefits policies and plans, including health, life, Workers' Compensation Program, and the public safety Injured on Duty program.

Plan, direct, evaluate and exercise general supervision over the management of record keeping, the annual performance and appraisal process, development of department goals and objectives.

Establish policy and enforce departmental rules, regulations, work methods and procedures.

Responsible for all aspects of employee recruitment, hiring and onboarding.

Provide guidance for departments in day-to-day administration of compensation plan, conduct salary surveys, prepare job descriptions and handle reclassification reviews. Assist managers, department heads, and employees at all levels with work-related situations, administering

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progressive discipline, collective bargaining agreement interpretation, personnel policy clarification, or other work-related matters. Provide information and assistance in a timely, efficient manner to all past and present employees, applicants, and other customers of human resources.

Prepare employee separation notices and related documentation and conduct Exit Interviews to determine employment trends and provide a smooth transition out of the Town's employment. Provide information for exiting employees according to unemployment laws. Analyze, review and track monthly unemployment claims; initiate timely accurate payment of invoices to third party administrator and Department of Unemployment Assistance.

Ensure compliance of Town human resources policies with all local, State, and Federal laws and regulations. Conduct investigations of discrimination, harassment, or other claimant charges. Represent organization at personnel related hearings and investigations.

Actively participate as a member of the senior management teams in both Lee and Lenox. Work collaboratively to set the direction for both municipal organizations, continually improve municipal services, and appropriately allocate organizational resources across departments.

QUALIFICATIONS

Academic credentials at the Bachelor's Degree level (preferably in public/business administration, human resources or related field) and three years (3) years of human resources experience in progressively responsible HR generalist and/or management positions; or any equivalent combination of education and experience. Municipal experience is desirable, but not required. SHRM credentials are a plus.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to sit, talk, hear, walk, use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed mostly in office settings. The noise level in the work environment is usually quiet. Use of office equipment such as personal computer, telephone, calculator, copier, facsimile, etc.