

## **Town Administrator**

### **Powers and Duties as outlined in the Medway Town Charter**

- Chief Administrative Officer of the Town.
- Responsible to the Board of Selectmen for the proper operation of Town affairs for which the Town Administrator has been given responsibility under the charter, by vote of the Town meeting or by vote of the Board of Selectmen.
- Appoints and removes all technical and operational positions of the Town, including all department heads, officers, subordinates and employees of the Town, except for employees of the School Committee and Library Trustees, appointments made by the Commonwealth and those appointments for which another method of appointment is provided for in this charter.
- Directs and supervises the administration of all functions under his control and responsible for the efficient and proper operation of all Town agencies and departments, with the exception of the School Department and Public Library.
- Coordinates the activities of the Town with the School Department, Library and other departments not under the direct control of the Town Administrator.
- Chair of the Town financial review team, ensuring timely review of all financial matters affecting the Town.
- Prepares and submits the annual capital outlay plan to the Board of Selectmen, Finance Committee and Capital Improvement Committee. The Library and School Department shall provide the Town Administrator with their capital outlay programs.
- Negotiates all contracts involving any subject within the jurisdiction of the office of Town Administrator, including contracts with all Town employees, as provided in the General Laws, excluding contracts with the director of the Public Library and other professional librarians, which shall be the responsibility of the Library Trustees.
- Has full jurisdiction over the leasing, rental and use of all Town facilities, including land and buildings, except land and buildings under the control of the School Committee, Library Trustees, Park and Recreation Commission and Conservation Commission.

- Responsible for the maintenance and repair of all Town property, excluding school buildings and the Library.
- Chief Procurement Officer, pursuant to chapter 30B of the General Laws.
- Approves the award of all contracts for all Town departments, except the School Department and Public Library, subject to the approval of the Board of Selectmen.