



HUMAN RESOURCES
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Town of Lakeville

Town Office Building
346 Bedford Street
Lakeville, MA 02347

TOWN ADMINISTRATOR RECRUITMENT LAKEVILLE, MA

Lakeville, MA (approx. 12,000 pop.), seeks a creative, proactive, community leader, committed to excellence in public service, to serve as its next Town Administrator. This fiscally stable community, with a rich history and hometown feel, is located approximately 40 miles south of Boston and is home to a commuter rail service to the city, and just 27 miles from beautiful Cape Cod. Lakeville is recognized for its excellent schools, quality of life, and for providing exemplary services to its residents and business community. Led by a five-member Select Board, and Open Town Meeting form of government, the Administrator is the chief administrative and operating officer of the Town and oversees a municipal operating budget of approx. \$36 million (including \$19 million for educational expenses) and 85 FTEs. The ideal candidate will have a Bachelor's degree and/or a Master's degree in Public Administration or a municipal management or related field and a minimum of 3 to 5 years of experience as a municipal administrator or assistant administrator. Must be Massachusetts Certified Public Purchasing Official (MCPPO) or be able to obtain certification within 18 months of hire date. Salary range of \$145,000 to \$165,000 will be commensurate with qualifications and professional experience. Lakeville is an equal opportunity employer.

Additional information including job description: www.mrigov.com/career

Resume and cover letter, in confidence as PDF attachment to: recruitment@mrigov.com

DEADLINE: 9 AM EST; Monday, June 3, 2024

TOWN OF LAKEVILLE, MA

TOWN ADMINISTRATOR RECRUITMENT

Invitation to Qualified Candidates

INTRODUCTION

Lakeville, MA (approx. 12,000 pop.), seeks a creative, proactive, community leader, committed to excellence in public service, to serve as its next Town Administrator. This fiscally stable community, with a rich history and hometown feel, is located approximately 40 miles south of Boston and is home to a commuter rail service to the city, and just 27 miles from beautiful Cape Cod. Lakeville is recognized for its excellent schools, quality of life, and for providing exemplary services to its residents and business community.



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DEADLINE: 4 PM EST; Monday, June, 3 2024

Resume and cover letter, in confidence as PDF attachment to: recruitment@mrigov.com

This document is intended for use as a resource in the search for the next Town Administrator. The candidates are encouraged to do their own research and consider their "fit" for the position. Information about this position and the Town can be found by visiting the Town's website www.lakevillema.org and the MRI website www.mrigov.com/career.



LAKEVILLE, MA – TOWN ADMINISTRATOR

THE IDEAL CANDIDATE PROFILE

The *Ideal* Candidate for the position of the Lakeville Town Administrator must have the following demonstrated professional strengths and personal characteristics:

Bachelor's degree and/or Master's degree in Public Administration or municipal management or a related field and a minimum of 3 to 5 years of experience as a municipal administration or assistant administrator.

Municipal Certified Public Purchasing Official (MCPPO) or be able to obtain certification within 18 months of hire date.

A record of thoughtful financial management and strategic capital planning, including a proven ability to accurately prepare and project sustainable municipal budgets and Capital Improvement Plans over a 3-5 year horizon.

Be an engaged Town Administrator who leads the community by example and promotes coordination, collaboration and cooperation across the organization. Must possess the highest ethical standards both personally and professionally. Must be able to articulate a vision for the community.

Possess an understanding of Mass General Laws, regulations and local statutory authority and must understand the responsibilities in the General Town Code, Section 53-7.

Be a problem solver with the ability to be creative and identify innovative solutions to complex municipal issues by utilizing the talent and experience of elected and appointed officials. Must have the passion, energy and professional commitment to provide stability and consistency to the community.

Strong public speaking and presentation skills. Proficiency in the use of all current platforms in social media to promote the messaging of the Select Board.

Extensive knowledge of and experience with labor relations and negotiating collective bargaining matters.

The ability to "listen" and to provide advice and counsel in a measured, non-biased manner to elected and appointed officials. Provide prompt, accurate and unfiltered information to policy makers in the community.

A proven record of nurturing a positive culture by supporting and empowering employees to perform their jobs in an exemplary manner. Help facilitate and support creative individual department initiatives. Strongly promote a "team" concept involving all staff.

Willingness to manage Town affairs in an open and transparent manner. Be accessible to all residents and show a willingness to reach out and solicit input from the community.

The ability to lead, organize, inspire and manage people while avoiding micro-managing departments. Acknowledge and support employees for a "job well done". Facilitate joint department and Board meetings to share appropriate information with all parties.

LAKEVILLE, MA – TOWN ADMINISTRATOR

THE TOWN OF LAKEVILLE

Lakeville was settled in 1717 as part of Middleborough, and in 1853, it was incorporated as the Town of Lakeville by the General Court. It is located in Plymouth County almost half way between Boston and Cape Cod. Interstate 495 and the MBTA commuter rail provide easy access south to the Cape or north to Boston. Lakeville has a five member Select Board, Town Administrator and Open Town Meeting form of government. The Town Administrator Act was created in 1998 and defines the role and responsibility of the Select Board as the policy makers for the Town and the Town Administrator as the chief administrative officer.



Lakeville is known as an ideal place to live and raise a family. It is made up of nine lakes or great ponds, hence the name Lakeville. In fact, approximately 18% of the Town's total land area is made up of these waterbodies. The climate, soils, ponds and swamps make it the perfect location for agriculture and in particular, growing cranberries. Ocean Spray, the international cranberry cooperative, has its corporate headquarters in the Town. The public education is provided by the first-rate Freetown-Lakeville Regional School District. The school system is relatively small with a stable population of approximately 1,700 students in grades K-12.

Today, Lakeville's population is approximately approx. 12,000 residents and growing. Residents value the small-town character and culture of the community as well as its natural assets. The Town is home to the 900-acre Assonet Cedar Swamp Wildlife Management Area. In total, the public can enjoy the use of over 4,300 acres of protected open space in Lakeville. This adds to the community's outstanding quality of life, and it is what keeps families in Town and draws new families into the Town.

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On April 4, 2022 Lakeville became the 188th community to pass the Community Preservation Act (CPA). Lakeville's Community Preservation Committee (CPC) mission is to maintain the rural character of Lakeville as a beautiful, residential community, rich in natural resources. As per the CPA, it is our mandate to create and maintain a Community Preservation Plan that will protect, expand or enhance open space, historic resources, affordable housing and outdoor recreation.

FINANCE/BUDGET

Lakeville's finances are strong as the result of a tradition of solid financial planning and fiscally conservative budgeting of both revenues and expenditures. The FY '24 budget is \$35.6M, of which \$19.4M is for education, public safety is \$4.7M, debt service is \$1.2M and pension costs are over \$1.5M. In addition, there are two enterprise funds: one for the parks and the other for the landfill/transfer station. Maintaining or improving Lakeville's financial strengths and bond rating while keeping property tax increases to a minimum will be a priority in the years ahead. Seeking and securing public and private grants, especially Green Community Grants to fund energy conservation projects, is an important part of the job for the Town Administrator.

Moody's Global Ratings assigned Lakeville with its AA+ bond rating and stable outlook. This is a



noteworthy achievement for a municipality of approx. 12,000 residents with a limited commercial/industrial tax base, and therefore reliant on the homeowners for 87% of the property taxes. However, Moody's recognizes that the Town has a history of healthy financial positions, conservative management, low debt burden and manageable pension and OPEB obligations.

Useful Links

FY24 Adopted Budget [fy_2024_adopted_budget_1.pdf \(lakevillema.org\)](#)

FY25 Proposed Budget: [fy_2025_proposed_budget_1.pdf \(lakevillema.org\)](#)

General Town Code: [la4165-revised_final_draft - codification_003.pdf \(lakevillema.org\)](#)

CAPITAL IMPROVEMENT PROGRAM

The Town has a 5 year Capital Improvement Program and has successfully improved or replaced a number of public facilities in a planned and systematic way. In addition, the Town Hall Redesign Project was completed in '20 providing renovated space for more convenient public services. The Town has addressed most of the Town facilities over the years. The largest project in the capital plan is for design and construction of a replacement program for the Town Fire Station, for which schematic design funding was approved at the Fall 2022 Town Meeting. The 6,500 sq. ft. Fire Station and its facility/equipment needs will be the CIP objective for the new Administrator. There is also



LAKEVILLE MASTER PLAN

The Town recently finished the Lakeville Master Plan, titled "[Lakeville 2030](#)". The plan is the result of a two-year process of public meetings, community outreach and resident input. A Master Plan Implementation Committee was formed to guide the process. They reviewed the Master Plan from '05, the Open Space and Recreation Plan from '19 and the Housing Production Plan from '17. Numerous workshops were held on topics including; land use, housing, transportation, recreation, economic development, etc. These workshops gave the residents the opportunity to tell



the committee what they wanted their Town to "look like" over the next ten years. This valuable information formed the basis for the eight main themes that came out of this community-wide planning process. The Master Plan includes a ten year implementation plan which sets forth yearly goals and strategies for the community to follow. The new Town Administrator is fortunate to have "Lakeville 2030" as a blueprint to guide him or her in the years ahead.

LABOR RELATIONS

The Town Administrator plays a significant role in negotiating and administering the Town's three collective bargaining agreements. Negotiations on all three collective bargaining agreements has been completed. She or he must be experienced in labor relations, grievance administration, arbitration and, ultimately, balancing the needs of the employees with the community's ability to

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fund contracts. In addition, he or she is fortunate to have a management team of well-respected department heads to rely upon.

ECONOMIC DEVELOPMENT



Lakeville has great access to I-495 and three State roads which makes it ideal for the commercial and industrial development that would be appropriate for the semi-rural and small town character of the community. Currently 13% of the tax base comes from commercial, industrial or personal property. The owners of the former Lakeville State Hospital site, which has been vacant for many years, are proposing to build a 40B housing project with 200 rentals, assisted living, and memory care at that 49 acre site.

The Town is also host to a number of marijuana cultivation facilities. The objective for the new Town Administrator will be to guide the Select Board to determine balance of economic development and the additional tax revenue it brings with preserving the unique character and charm of Lakeville.

Finally, Lakeville is a wonderful community that exhibits all the characteristics of a traditional New England town. The next Administrator must bring passion, energy, and commitment, as well as excellence, integrity and the confidence to guide the community in the years ahead. The ideal candidate must possess outstanding verbal and written communication skills. It is imperative that she or he is able to communicate effectively with town leaders, staff, and the public. In order to do this, the Administrator will need to have a high level of community engagement. It is the Administrator's responsibility to keep the public informed, so he or she must be committed to operational transparency and possess the ability to synthesize and communicate clear program/project level progress on initiatives and activities. The Administrator must leverage emerging technologies and other creative ways to promote community involvement. "Customer service" is a high priority for this community, which means the successful candidate must place great value on listening and providing accurate information to all members of the community.



JOB DESCRIPTION

TOWN OF LAKEVILLE TOWN ADMINISTRATOR

GENERAL STATEMENT OF DUTIES: Administer and coordinate Town departments, personnel, and programs for the effective delivery of governmental services to the residents of the Town of Lakeville.

SUPERVISION RECEIVED: General supervision received from the Select Board.

SUPERVISION EXERCISED: Town employees specified by Town By-law, Town Meeting vote, or Select Board vote.

ESSENTIAL RESPONSIBILITIES:

The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

General Administration: Administer and coordinate the day-to-day activities of Town departments and employees in accordance with the job description and “An Act Providing for a Town Administrator in the Town of Lakeville”.

Keep the Select Board fully informed regarding all departmental operations, fiscal affairs, general problems, and administrative actions; submit periodic reports to the Select Board; recommend operational policies and procedures to the Select Board, including improved organization of Town departments.

Administer and ensure that the Town government complies with the provisions of general or special laws applicable to the Town, all By-laws, and all regulations established by the Select Board.

Work with Town Counsel on matters affecting Town government and matters involving litigation.

Coordinate the activities of any board, commission, and committee concerned with long-range planning, including the physical, economic, and environmental development of the Town.

Research and prepare grant applications.

Maintain an inventory of all Town-owned real and personal property.

Act as the Town's Coordinator for ADA (Americans with Disabilities Act). Ensure compliance with government regulations such as OSHA (Occupational Safety and Health Act).

Work in conjunction with the Director of Emergency Management, ensuring that employees and volunteers have received adequate emergency training. Confirm that Town's written emergency response plan is up to date.

Ensure all Town departments and employees maintain effective public relations by courteously and competently dealing with the citizens of Lakeville. Maintain contact with local, state, and federal officials as well as members of the business community.

Respond to requests for information from Town officials, residents, the media, and the general public by phone, through the mail, social media, and in person on a wide range of topics including budgets, purchasing, town policies and regulations, and general information about Lakeville and organizations and events within the Town.

Review and approve the annual Town report.

Finances and Budgets: Prepare, submit, and present the Town Budget, supplemental appropriations, and special fund budgets to the Select Board, Finance Committee, and Town Meeting. This includes reviewing individual departmental budgets, salary plans and union contracts, purchasing plans, debt schedules, past expenditure patterns, revenue and price forecasting, and policy direction from the Select Board.

Assist the Select Board in presenting their budget to the Finance Committee and assist the Finance Committee in obtaining any budget information requested.

Exercise fiscal authority to ensure that all Town departments and employees stay within their allotted budgets. Approve all bills paid by the Town and all checks issued by the Town. Prepare and submit routine and special Town activity and financial reports to the Select Board. Prepare, with the assistance of the Town Accountant, year-end financial transfers in order to balance the budget.

Keep the Select Board informed regarding the availability of federal and state funds and how such funds might relate to unmet long-range needs.

Oversee the work performed by the Town's financial advisor, bond counsel, Town Treasurer, and Town Accountant for the issuance of municipal bonds and notes.

Capital Plan: Work with the Select Board, Finance Committee, Capital Expenditures Committee, Town Accountant, and Department Heads in the development and implementation of the long-range capital plan. Survey departments for their requests, assess priorities, and determine the costs and financial impact of the plan and the Town's fiscal capability to carry it

out. Ensure the development and maintenance of computer applications and records for all capital items.

Personnel Administration: Supervise and direct the activities of the Town's employees under the jurisdiction of the Select Board. This shall include, but not be limited to: providing recommendations for the hiring of Town employees, executing or following existing procedures for handling employee complaints, draft and recommend job descriptions with collaboration from Human Resources and the Department Heads, reviewing job performance of direct reports, and recommending salary increases. The discharge of Town employees shall be with the concurrence of the Select Board. The policies within the Employee Personnel Handbook/Classification and Compensation Plan must be followed when making any personnel decisions outlined in this paragraph.

Work with the Select Board and Town's labor negotiators to monitor and arrive at fair and equitable collective bargaining agreements.

Administer the Town's Employee Personnel Handbook/Classification and Compensation Plan in conjunction with the Human Resources Director.

Purchasing: Serve as the Town's Chief Procurement officer for the bidding and purchasing of equipment, materials, supplies, and services for all Town departments, excluding the schools; the Town Administrator shall only purchase items for departments not under his/her supervision if requested in writing. Develop specifications for products and services needed by the Town. Analyze all bids, review with appropriate Department Head or Elected Board and award contracts in accordance with the Select Board's policies. Develop and maintain lists of firms interested in bidding.

Insurance: Administer the Town's property/casualty insurance. Work with the Human Resources Director, the Town's insurance agents, consultants, or other administrators to ensure that the insurance programs are cost-effective and include all necessary items.

Construction Projects: Oversee all Town construction projects. This includes: working with the Building Committee, Select Board, Finance Committee, and Town Meeting to obtain approval of projects; reviewing bids; working with the construction administrator and contractors; evaluating the progress of projects on a periodic basis; approving all bills; administering all grants; and properly maintaining all records.

Pension: Oversee the administration of the Town's pension plan.

Information Technology (IT): Ensure all IT operations of the Town are being done in accordance with recommended business practices.

Perform other duties, as may be assigned, from time to time, by the Select Board.

QUALIFICATIONS AND SKILLS:

Must be Massachusetts Certified Public Purchasing Official (MCPPO) or be able to obtain certification within 18 months of hire date.

Ability to supervise Department Heads and subordinates.

Ability to organize and follow through on long-range projects.

Ability to deal tactfully with the public, media, and other employees.

Ability to communicate effectively in written and oral expression.

Knowledge of municipal budgets and financial processes.

Knowledge of municipal, federal, and state grants.

Ability to handle expected and unexpected emergencies. Strong realization that small town government requires flexibility in what is entailed in the position.

Microsoft Office proficient.

Valid Driver's license.

EXPERIENCE AND TRAINING:

Bachelor's degree and/or Master's degree in Public Administration or a field related to municipal management or in an equivalent field, such as accounting, business management, or law. A minimum of three to five (3-5) years experience as a Town/City Manager/Administrator or Assistant Town/City Manager/ Administrator, or education and experience that is equivalent showing a progressive leadership history in public and/or private organizations.

IDEAL CANDIDATE

The ideal candidate may possess one or more of the following: A successful grant writing record, knowledge of Massachusetts General Laws, knowledge of ADA laws, and experience with Town Planning.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

This is primarily an office-based job in a municipal setting. Minimal physical effort is required to

perform clerical duties. Position requires the ability to operate a keyboard and standard office equipment at an efficient speed.

The employee is required to stand, walk, sit, speak, hear/listen, and use hands to operate equipment and lift furniture, equipment and supplies. Employee must be able to lift objects weighing up to 30 pounds. Vision requirements include the ability to read and analyze routine and complex documents and use a computer.

WORKING CONDITIONS:

Regular work hours of Town Hall. However, it is expected that the Town Administrator will work a number of evenings each year in order to meet time deadlines (such as the Town budget) and will attend all Select Board meetings (held on weekday evenings). In addition, the Town Administrator will attend all meetings of the Finance Committee (held on weekday evenings), Town Meetings, and meetings of many other Town boards and committees. Furthermore, attendance will be required at an occasional early morning or weekend meeting. The Town Administrator shall be present within the Town's boundaries during emergency management situations unless assigned elsewhere by the Select Board.

This position is an exempt position as regarding federal and state minimum wage and overtime requirements and, therefore, is not eligible to be paid overtime for work performed beyond forty hours in a workweek.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.