

BROOKLINE, MA

Town Administrator

Position Statement



Summary

Brookline, Massachusetts, which offers vibrant urban life with attractive suburban amenities, is seeking a dynamic and professional leader to serve as its next Town Administrator. The position works under the policy direction of the Select Board and serves as the Chief Administrative Officer of the Town. The Town Administrator provides policy recommendations to the Select Board and implements policies adopted by the Board. The Town Administrator: recommends to the Select Board the appointment of department heads (excluding the Town Clerk and Library Director); supervises the activities of municipal departments; prepares the annual budget and capital improvement plan; and manages the business and administrative affairs of the town. The Town Administrator's staff also administers the operation of the Select Board, including the licensing of many business activities and the support for the many boards and committees of Brookline.

The Community

The [Town of Brookline](#) is a diverse and vibrant community with approximately 63,000 residents within six square miles and bordered on three sides by Boston. Brookline is primarily a mature suburban, residential community with urban characteristics. Brookline is known for its progressive social and political culture and Town officials are fully committed to maintaining its inclusive and collaborative municipal environment. Primary occupations of Brookline residents are management and professional, heavily concentrated in the fields of medicine and education. Brookline has a strong tradition of professional and highly responsive government service with active citizen engagement.

The Town of Brookline is a highly desirable place to live, due to its proximity to job opportunities, excellent public transportation and school systems, and livable neighborhoods that balance green space, historic preservation, and outstanding commercial services.



Brookline, which is part of Norfolk County, began as an agricultural community in the 17th century and later became a streetcar suburb of Boston during the mid-19th century. By 1900, most of the remaining farmland had been divided into residential developments that were supported by the existing mass transit linkages. Brookline's transformation from farm to suburb meant that, unlike many other Massachusetts towns, it never had significant industrial areas. Currently, less than 6% of Town land is zoned for commercial use.

Brookline's population is primarily white, with many minority groups, including Asian, Hispanic, and Black, creating a multi-racial and cultural community. The Town has a median household income of \$117,326. While Brookline's population is largely financially prosperous, according to U.S. Census statistics, approximately 12.3% of residents live below the poverty line and face economic challenges.

The FY22 tax rate for residential properties is \$10.19 per thousand of the property's assessed value and \$16.56 for commercial, industrial, and person properties.

Government

Brookline's government includes a five-member [Select Board](#) with members elected to staggered three-year terms. The Brookline Select Board functions as the Chief Elected and Executive Officers of the Town. The Select Board appoints the [Town Administrator](#) who is responsible for daily management of the Town and whose powers are specified in [Chapter 270 of the Acts of 1985](#) and its subsequent amendments.

An elected nine-member [School Committee](#) oversees the policies and budget of the [Public Schools of Brookline](#). Brookline has a Representative Town Meeting form of government with 240 members, 15 members from each of the Town's 16 precincts. Town Meeting is the legislative body of the Town and Annual Town Meeting is usually held in late May or early June. A Special Town Meeting is scheduled to be held each Fall, usually in November. Information regarding various [Town Meeting sessions](#) can be located on the Town's website where the [2020 Annual Report](#) can also be viewed.

Finance

The [Advisory Committee](#) is an essential part of the Town's government. The Advisory Committee's primary function is to review and make recommendation on all matters to be considered at Town Meeting, including the proposed operating and capital budgets.

Brookline's FY22 budget balances \$368.7 million in total revenues and expenses, covering the operations and capital expenditures of all municipal departments and the School department along with enterprise activities and other legal obligations of the Town. The School budget accounts for approximately 60.2% of the total FY22 budget. Brookline's excluded debt service in FY22 is \$20.25 million, according to the Massachusetts Department of Revenue's Division of Local Services. The Town's FY22 stabilization fund is \$11.67 million and free cash in FY22 was certified at \$14.2 million. New growth in FY22 is budgeted at \$3.45 million. Brookline holds a Moody's rating of Aaa, as affirmed in the February 2022 credit opinion.

Brookline has an FY22 total assessed value of \$28.1 billion, of which \$25.4 billion is residential, \$2.41 billion is commercial, and \$288.6 million is personal property. The links provided on page 4 provide additional insight into Brookline's finances and governance.

Sustainability

[Climate action](#) and sustainability are considered high priorities in Brookline, which is reflected in ongoing efforts by residents, elected officials, management, and staff to implement effective sustainability policies and actions. Brookline hired its first full-time Sustainability Program Administrator in 2019 and today has a full-time Sustainability Director. Following a Town Meeting vote in 2019, Brookline has been working to significantly restrict the use of fossil fuel infrastructure in new construction for most private and public projects, but thus far proposed codes have been rejected by the Office of the Attorney General. The Town does restrict the use of fossil fuel infrastructure in its own construction projects. Brookline has adopted the State Building Stretch Code, purchased a number of electrical vehicles, installed charging stations and has developed two Net Zero school projects with Whole Building Design principles. Brookline has established a Solar Overlay District, installed solar arrays on municipal roofs, entered into a net metering agreement, and is a Green Community. Given the critical importance of climate resiliency, Brookline is cognizant that its efforts to enact positive change should advance at the fastest possible pace.

Diversity & Inclusion

The Town of Brookline recognizes and values diversity as a vital characteristic of the community. Its [Office of Diversity, Inclusion and Community Relations](#) aims to support a welcoming environment by encouraging cooperation, tolerance and respect among and by all persons who come in contact with the Town of Brookline and by advancing, promoting and advocating for human and civil rights through education, outreach and advocacy. Management strives for diversification of its workforce and for diversity and equity in its procurement efforts.

Position Responsibilities

The Town Administrator serves as the Chief Administrative Officer of the town in accordance with a Special Act of the Legislature. The Town Administrator provides policy recommendations to the Select Board and implements policies adopted by the Board. Some of the responsibilities of the Town Administrator include:

- Daily administration of the Town;
- Recruitment and recommendations for appointment by the Select Board of all department heads, except the librarian, superintendent of schools, town clerk, and any other department head who is elected or appointed by another elected board or commission; with some requiring approval by a commission or board;
- Approval of the appointment of all other town employees, except employees of the library, of the town clerk's office, the school department, and civil service employees who are subject to Chapter 31 of the General Laws;
- Supervision, written evaluation and training of all department heads except personnel in the School Department;
- Coordination of intra- and intergovernmental affairs;
- Acts as the administrative spokesperson for the Town;
- Formulation of the annual financial plan, including detailed projections of all revenues and expenditures;
- Recommendations of departmental and non-departmental expenditures, the Capital Improvement Plan submitted by the Planning Board, the financial impact of warrant articles, and guidelines for collective bargaining;
- Approval of payment and expense warrants;
- Recommendations for the removal for just cause, by the Select Board, of any department head appointed by the Select Board;
- Recommendations concerning collective bargaining proposals for the Town, exclusive of the School Department;
- Submission to the Select Board and to Town Meeting of plans to reorganize, consolidate or abolish departments, commissions, boards or offices under the Town Administrator's direction and supervisions, or to establish new departments; commissions, boards and offices, or both;
- Render reports to the Select Board on a regular basis, including a summary of current activities, a list of both current and long-range issues and objectives and programs in response thereto, and suggestions concerning the goals and objectives of the community.

Important Links:

- [Town of Brookline](#)
- [Organizational Chart](#)
- [Town Administrator](#)
- [Town Administrator Act](#)
- [Select Board](#)
- [Town ByLaws](#)
- [Financial Reports Center](#)
- [FY23 Financial Plan](#)
- [FY22 Financial Plan](#)
- [FY22 Budget Book](#)
- [2020 Moody's Credit Opinion](#)
- [Town Meetings](#)
- [Annual Reports](#)
- [Planning-related Reports](#)
- [Climate Action Plan](#)
- [Organizational Assessment of Sustainability Functions](#)
- [Housing Production Plan](#)

Projects & Initiatives

Brookline is an active and engaged community with many ongoing and upcoming projects and initiatives. A sample of such projects and initiatives are listed below.

- The Brookline High School [expansion project](#) is currently completing construction of an additional building on its high school campus. The project also included renovations to the 3rd floor Old Science Labs, deferred maintenance of the main building, UAB and Tappan gymnasium, and improvements to Cypress Playground.
- The [Michael Driscoll School](#) for K-8 students is under construction. The school [building project](#) is expected to be completed in Summer 2023 and the school is anticipated to open in September 2023.
- The [John Pierce School building project](#) has been moved forward by the MSBA and is in the feasibility phase. It serves students in grades K-8.
- In 2020, Brookline acquired part of the former Newbury College campus and the Town has not yet determined how it will use the property, which includes a former academic center and another building with classrooms and administrative offices.
- There is a conceptual plan for renovations to update five of Brookline's fire stations, which are between 60 and 100 years old.
- The [Boylston Street Corridor Study Committee](#) is working with the Town Administrator to examine opportunities for preservation of housing stock, redevelopment, and infrastructure improvements.
- The [Waldo-Durgin Mixed-Use Project](#) is a proposed large mixed-use development that currently includes a hotel, a residential building, and a parking garage along with commercial uses along the street-front. A Design Advisory Team is charged with assisting the Planning Board in design review of the project.
- Opportunities are being explored for additional commercial development on Longwood Avenue where Children's Hospital recently constructed a new facility.
- Allocation of \$46 million in ARPA funding is being determined. Approximately \$20 million is currently targeted for projects and programs that will aid vulnerable populations, including for safety net funds, public housing, mental health, and senior citizens as well as some funding for infrastructure and revenue replacement.
- Long-term planning related to housing, including middle-income and [affordable housing](#) is ongoing. The 2016 [Housing Production Plan](#) is in the process of being [updated](#).
- A town/school partnership to seek equity in regard to funding for municipal and school budgets and fairness to taxpayers is continuing.





The Ideal Candidate

- Bachelor's degree in public administration, business management, law, or a related field; advanced degree preferred.
- Skilled in communications, personnel management, project management, financial management, and collective bargaining.
- Proficient understanding of municipal operations and municipal law with a preference for Massachusetts knowledge.
- Visionary; proactive; strategic.
- Ability to anticipate problems and develop solutions.
- Skilled at community engagement as well as public and media relations.
- Recognizes and embraces the diversity of the community and supports the goals of equity and inclusion; creates a welcoming environment for all.
- Recognizes the critical importance of climate action and sustainability.
- Strong communication and organizational skills.
- Data-driven decision making; analytical; detail oriented.
- Strong leadership and management skills; confidence in own abilities.
- Ability to pivot as needed.
- Embraces transparency in government.
- Ability to work in partnership with the Select Board.
- Values the uses of data and emerging technologies, including modern communication tools.
- A strong understanding of Proposition 2½ and its impact on projects.
- A skilled manager of people; treats everyone fairly and respectfully.
- Skilled in long-term planning; experience in setting goals and priorities
- Team-oriented; able to build morale.
- Knowledgeable of best practices.
- Ability to work well with State and Town officials.

Compensation Package

The Town of Brookline will offer an employment agreement and compensation package that is competitive with comparable area communities, with an annual salary range of \$200,000 - \$220,000, depending on qualifications. An attractive benefits package, including health and retirement plans, is part of the Town Administrator's total compensation.



Welcome to
Brookline
MASSACHUSETTS

How To Apply

Interested applicants should send cover letter and résumé, in confidence, by May 31, 2022, 3:00 p.m. EST, via email to:

Apply@CommunityParadigm.com

Subject: Brookline Town Administrator

Submit a single PDF containing both cover letter and résumé.

Following the closing date, application materials will be reviewed according to the outlined qualifications. A selection of candidates will be chosen for further evaluation, reference checks, and background reviews before finalists are advanced to the Select Board.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
BLynch@communityparadigm.com
978-621-6733

The Town of Brookline, Mass., is an Equal Opportunity Employer. The Town of Brookline recognizes and values diversity as a vital characteristic of the town. All qualified individuals will receive consideration for employment and advancement without regard to race, color, ethnicity, gender (including pregnancy), sexual orientation, gender identity or expression, disability, age, religion, creed, ancestry, national origin, military or veteran status, genetic information, marital status, receipt of public benefits (including housing subsidies), family status, or other protected classes as defined by the Town, State and Federal law.

