

Memo

Date: November 17, 2025

From: Tom Leitz, Municipal Manager

Re: Department Head Positions

An internal question has arisen with respect to what constitutes a department head position in Town government. The Town charter specifies that department head appointments must be approved by the selectboard. There is no definition of a department head in state law.

To make a determination, I suggest the following bulleted criteria are the relevant categories. I further note that specialized and/or technical knowledge should not be a criterion, as virtually all positions in Town government are unique, and therefore knowledge sets are developed that are highly specific to that position. In short, a department head has to manage people as a primary consideration, rather than programs and processes. The criteria I propose are:

- Authority and ability to execute the departmental budget
- Authority and ability to hire contractors
- Staff management responsibilities

Based on the above, the Town's department heads would consist of the Director of Public Works, the Library Director, and the Recreation Director. I note the Town previously had employed a Director of Planning and Zoning, and that position supervised the Zoning Administrator. That structure has been changed, and we now have a Planning Director without supervisory responsibilities.

I further suggest that, if permanent supervisory duties were added to the existing job descriptions, the Zoning Administrator, Planning Director, and Assessor could become future department heads.