

Simon Fairfield Public Library

Town of Douglas, Mass. Municipal Records & Archive

290 Main Street
Douglas, Massachusetts

Town Administrator
RG_030

Processed by: Rebecca Lavalley
July 26, 2016

TABLE OF CONTENTS

Record Group	Sub-Record Group		Page	Box
		Collection Information	3	
		Administrative History	4	
		Scope and Content	4	
		Record Group Descriptions	4	
RG_030		Town Administrator		
	RG_031	Personnel Board	5	1

Collection Information

Creator : Town of Douglas, Massachusetts.

Title : Town Administrator

Abstract : Collection includes information relating to the Town Administrator's Office. Items include Personnel Policies & Procedures for the Town of Douglas.

Dates : 2012, 2019

Quantity : 2 Folders, 2 Digital Items

Repository : Simon Fairfield Public Library, Town of Douglas Municipal Records & Archive.

Finding Aid : Finding Aid in print form is available in the Repository.

Preferred Citation : [Box #, Item identification], Town Administrator, Simon Fairfield Public Library, Town of Douglas Municipal Records & Archive.

Provenance : Found in the Simon Fairfield Public Library Archival Cabinet in 2016. No further accession information is available. Updated items found on Town of Douglas Website.

Processing Information : This collection was processed by RLD Lavallee on July 26, 2016 and updated on September 29, 2020.

MARC Access :

Administrative History

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 Board of Selectmen and implements policies adopted by the Board. The Administrator appoints most department heads, 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 office also administers the operation of the Board of Selectmen, including the licensing of many business activities and the support for the many boards and committees of the Town.

The Personnel Board : is an advisory board that supports the non-contractual and non-elected positions within the municipal system. This includes the Police Dispatchers, Fire/EMT's, Highway, Water/Sewer, Library, and Municipal Center employees. Its main responsibility is to maintain the compensation plan for the employees and work with the department heads regarding staffing related issues.

Scope and Content

This collection is comprised of the Personnel Policies and Procedures for the Town of Douglas.

Record Group Description

Record Group RG_030 : Town Administrator

Sub-Record Group RG_031 : Personnel Board

Sub-Record Group Description : Policies and Procedures for the Town of Douglas.

Record Group: RG_030, Administration
 Sub-Record Group: RG_031, Personnel Board

<u>Box #</u>	<u>Folder #</u>	<u>Collection #</u>	<u>Description</u>
1	1	RG_031.01	January 1, 2012 - Personnel Policies and Procedures for the Town of Douglas, MA, Adopted January 1, 2012
Digital		RG_031.02	January 1, 2012 - Personnel Policies and Procedures for the Town of Douglas, MA, Adopted January 1, 2012
1	2	RG_031.03	January 1, 2012 - Personnel Policies and Procedures for the Town of Douglas, MA, Amended March 5, 2019
Digital		RG_031.04	January 1, 2012 - Personnel Policies and Procedures for the Town of Douglas, MA, Amended March 5, 2019