

Role of the Town Manager:

The Town Manager is charged with overseeing and administering the general business of the Town of Upton, implementing policies to achieve the goals of the Board of Selectmen, and ensuring that available resources are being used in an efficient and effective manner. In addition to serving as the Chief Procurement Officer and Personnel Coordinator for the Town, the Town Manager directly supervises departments and functions under the jurisdiction of the Board of Selectmen. The Town Manager provides information and assistance to other directly elected boards and committees and their staff at their request.

The position was established by a Special Act of the Legislature (Chapter 391 of the Acts of 2008) after a favorable vote by Town Meeting earlier that year. For a detailed description see the Town's General By-Laws. The Town Manager Act provides that:

- The Manager shall be the chief administrative officer of the Town. The Manager shall not set Town Policy but ensure there is proper coordination working with all elected and appointed boards and commissions.
- The following responsibilities devolved from the Selectmen to the Town Manager:
 - Hire, fire and discipline employees under the jurisdiction of the Board,
 - Compile and recommend a balanced budget for the departments under the jurisdiction of the Board,
 - Fix compensation of all town officers and employees under the jurisdiction of the board
 - Reorganize town departments under jurisdiction of the board for more efficient operation
 - Act as the Chief Procurement Officer
 - Sign the warrants for payment of town obligations
 - Supervise, manage and coordinate the day-to-day activities of all town departments and employees under jurisdiction of the board, and coordinate the activities of these departments with those of departments under the jurisdiction of other elected officials, boards and commissions.
- The Manager also:
 - Manages the Town's insurance programs
 - Acts as the Americans with Disabilities Act Director and Affirmative Action Officer
 - Acts as Personnel Coordinator
 - Prepares warrants for special and annual town meetings
 - Ensures complete and full records of the financial activity of the Town are maintained in accordance with applicable laws.

Ms. Blythe C. Robinson was appointed by the Board of Selectmen as Upton's first Town Manager after a regional search conducted in 2009; she began her duties in April, 2010. Ms. Robinson graduated from Syracuse University with a B.A. in Political Science & Policy Studies, and a Master's of Public Administration from The American University. She has over 20 years of experience in local government in communities in Maryland, Ohio, Connecticut and Massachusetts.