

TOWN ADMINISTRATOR JOB DESCRIPTION

Position Purpose:

The purpose of this position is to perform complex professional, administrative and management work in providing daily control over ongoing town activities as well as assisting the Select Board to discharge the duties of the office; and all other related work as required. The Town Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment in providing professional advice to the Select Board town officials, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town.

Supervision Received: Works under the policy direction of the Select Board, with considerable latitude for independent judgment and initiative. Assumes responsibility for developing and achieving the department's goals and objectives. Works according to established professional, department and town policies and procedures, standards, special directives, instructions and intent. Questions are referred to supervisor only when clarification of Town policy is needed. The position is subject to review and evaluation by the Select Board.

Supervision Given: Has direct supervisory responsibility for all personnel reporting to the Select Board; administers the hiring process, provides direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with town policies; has indirect supervisory responsibility for all town employees, not including those employees under elected boards or commissions.

Job Environment:

Work is generally performed under typical office conditions. Required to work outside of normal business hours and attend frequent evening meetings.

Operates a computer, telephone, and other standard office equipment.

Makes frequent contacts with a wide variety of persons/organizations including the general public, all town departments/boards/committees, local/state/federal officials/organizations, attorneys, insurance companies, community leaders, and local civic and social organizations. Contacts require a high level of persuasiveness, resourcefulness, discretion, and negotiating skills to influence the decisions and behavior of other parties.

Has full access to all town-wide confidential information such as personnel records, bid proposals, legal strategy, pending litigation, information relating to inter-departmental project plans and programs, and personal information.

Errors in judgment could have continuing adverse effect on the town's ability to deliver services, result in loss of municipal revenues, have far-reaching legal and financial ramifications, and cause significant adverse public relations.

Essential Functions:

(The essential functions or 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 if the work is similar, related or a logical assignment to the position.)

Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility, or control by by-law, Town Meeting vote, and by vote of the Select Board.

Recommends appointment and removal to the Board of all department heads, officers, members of boards and commission, and all other employees appointed by the Select Board. Responsible for the administration of the personnel policies and practices, rules and regulations, and programs of the Board. Makes recommendations on personnel staffing requirements.

Attends all regular and special meetings of the Board. Provides informational support at all of its proceedings. Answers questions regarding warrant articles and matters under his/her jurisdiction.

Ensures that full and complete records of the financial and administrative activities of the Board are maintained. Prepares full report of all town administrative operations as requested.

Advises the Board on the needs of the town. Recommends to the Board or other elected town officials/agencies adoption of measures requiring action by them or Town Meeting.

Oversees the rental and use of the Town Hall and all town facilities and property under the jurisdiction of the Board. Directs the maintenance and repair of all town buildings and facilities.

Compiles the annual operating budget and annual report for the town.

Ensures that a full and complete inventory of all property of the town, both real and personal is maintained.

Acts as primary liaison with all legal counsels on matters relevant to the Town and assists Town Counsel with preparation of litigation.

Prepares and analyzes bid specifications for contracted services and acts as contract administrator.

Establishes working relationships with and acts as the Select Board's representative to regional organizations and appropriate county, state and federal officials and departments.

Answers complaints and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Select Board.

Provides training support for newly elected Select Board members, including but not limited to, policies and current issues and background information.

Performs similar or related work as required, directed or as situation dictates and shall exercise any additional powers that are or may be legally conferred upon the position by statute, bylaw, regulation or vote of the Selectmen.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in public administration or related field; or Five years of experience in municipal administration or five years of experience as an Administrative Assistant, Executive Secretary, Town Administrator, or similar position.

Knowledge, Ability and Skill:

Knowledge: Comprehensive knowledge of the functions of municipal government. Working knowledge of the interaction between local, state, and federal government. Thorough knowledge of Vermont General Laws as they apply to municipal operations. Working knowledge of business administration practices and general office procedures.

Ability: Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to conceptualize and put into operation department and town-wide goals and objectives. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

Skill: Excellent fiscal skills. Demonstrated skills in working cooperatively with other departments, agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Imagination, innovation and judgment relating to planning and achieving town-wide goals. Skill in public speaking.

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 essential functions. Lifts/moves objects weighing up to 10 pounds. Types on a keyboard at a moderate speed. Communicates verbally and in writing. Manually operates all office equipment and machines.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)