

JOB TITLE: Town Administrator

DEPARTMENT: Administration

EMPLOYMENT STATUS: Full-Time, Administrative Exemption

JOB SUMMARY: Chief administrative Officer for the Town, coordinates and is responsible for the administration and financial management of the Town, supervises Town Hall Operations, oversees the general operations of other Town Departments and manages all Town activities on a day-to-day basis. The administrator performs complex and highly responsible duties requiring the exercise of a high level of independent judgment. The Administrator serves as the administrative and business officer to the Board of Selectmen and as a general resource to the Town's residents.

SUPERVISION RECEIVED: The Town Administrator works under the policy direction of the Board of Selectmen and is evaluated by the Board based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Has direct supervisory responsibility for all personnel reporting to the board of Selectmen; administers the hiring process, provides direction, prepares employee performance evaluations and counsels and disciplines staff consistent with Town policies; has indirect responsibility for all town employees, excluding elected employees and elected boards or commissions.

ESSENTIAL DUTIES:

- Supervises and administers the daily operations of the town office.
- Supervises town office employees and provides administrative direction and general supervision to department heads under the control of the Board of Selectmen.
- Coordinates the preparation and review of the annual budget for recommendation to the Board of Selectmen and Budget Committee, including preparation of revenue estimates and final state documents for submission.
- Receives, investigates and responds to citizen complaints and coordinates with appropriate departments, boards, or committees to resolve the issue successfully, or otherwise reports to the Board of Selectmen for direction.
- Works harmoniously with elected and appointed town officials, the public, public agencies and their staffs, the media and private organizations.
- Coordinates the financial needs of the town with the Board of Selectmen, the finance officer and the town treasurer.
- Coordinates and evaluates the purchasing process of the town.
- Prepares routine and cyclical reports for submission to town, state and federal organizations.

- Attends and facilitates all meetings of the Board of Selectmen, providing background information and recommendations on all pertinent matters.
- Establishes the agenda for and assumes responsibility for accurate records of all Selectmen's meetings.
- Researches policies and procedures and makes recommendations to the Board of Selectmen.
- Supervises purchasing activities, prepares bid documents; negotiates and administers contracts as requested and directed by the Board of Selectmen.
- Coordinates the preparation of the warrant articles for all special and annual town meetings.
- Advises the Board of Selectmen on matters affecting town employees and volunteers.
- Maintains knowledge of federal or state programs that make funds available to municipalities and makes recommendations to the Board of Selectmen as to the application for such funds.
- Researches, prepares and/or oversees the preparation of grant applications; coordinates grant proposals to ensure that each proposal is consistent with town policies, state and federal laws.
- Acts as liaison between the Board of Selectmen and other boards, committees, commissions and town officials.
- Produces a variety of correspondence dealing with general matters, legislative responses and responses to state agencies.
- Works closely with legal counsel/negotiator on collective bargaining issues and all other matters pertaining to municipal and employment law.
- Prepares performance evaluations, coordinates hiring and promotion of employees and issues disciplinary action up to and including termination on behalf of the Board of Selectmen; coordinates all legal matters pertaining to employment related matters.
- Attends workshops and seminars to enhance municipal knowledge of new and changing issues.
- Tracks and manages the maintenance of the Town's facilities and their capital mechanical assets
- Negotiates Town contracts including the cable and trash contracts
- Organizes, maintains and administers the personnel policies and procedures of the Town.
- Attends to many items simultaneously and/or in sequence.
- Researches, recommends and implements Board and Town policies.
- Coordinates the creation, publication and distribution of the Town Report.
- Monitors trends and makes recommendations regarding the administration of the Town and its operations.
- Acts as the Selectmen's designated Town Welfare Administrator
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of the principles and practices of public administration, financial and human resource management.
- Knowledge of the functions, organization and operations of all town departments.
- Knowledge of town policies and procedures, ordinances and state and federal statutes.
- Knowledge of governmental accounting principles, budget preparation and audit procedures.
- Knowledge of the principles and practices of effective public relations.
- Skill in planning, organizing, analyzing, decision making and problem solving.
- Skill in public and interpersonal relations.
- Skill in the development of short-term and long-term plans.
- Skill in performing analytical operations.
- Skill in establishing priorities and organizing work.
- Skill in managing multiple and concurrent projects.
- Skill in management, leadership and supervision.
- Skill in facilitating meetings and forums.
- Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.
- Ability to communicate effectively, both verbally and in writing.
- Ability to plan, supervise and inspect the work of professional, technical and support personnel.
- Ability to delegate responsibility.
- Ability to prepare and present technical and statistical reports.
- Ability to negotiate and resolve disputes effectively.
- Ability to exercise creativity and initiative in resolving town problems and issues.
- Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and federal officials.
- Skill in personnel administration functions such as hiring, firing, promoting and training.
- Ability to work effectively with all Town boards, commissions, departments and committees.
- Ability to prepare comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations.
- Ability to maintain confidentiality and demonstrate integrity and tact.

PHYSICAL REQUIREMENTS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light

items such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.) The work area is adequately lighted, heated and ventilated.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in public management, business, accounting/finance or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require three to five years of progressively responsible administrative and supervisory experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.