

JOB TITLE: Town Administrator

DEPARTMENT: Administration

EMPLOYMENT STATUS: Full-Time Administrative

**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 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 payroll and accounting specialist, and the town treasurer.
- Coordinates and evaluates the purchasing process of the town.
- Prepares routine and cyclical reports for submission to the 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 the special and annual meetings.
- Advises the Board of Selectmen on matters affecting town employees and volunteers.
- Maintains knowledge of federal and 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, commission 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 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 facilities and their capital mechanical assets.
- Negotiates Town contracts.
- Attends to many items simultaneously and/or in sequence.
- Monitors trends and makes recommendations regarding the administration of the Town and its operations.
- 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 principals, budget preparation and audit procedures.
- Knowledge of the principles and practices of effective public relations.

#### MINIMUM QUALIFICATIONS:

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.

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.