

TOWN ADMINISTRATOR

JOB SUMMARY

The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by the Board of Selectmen, Town Meeting vote or by law. The Town Administrator manages and coordinates the office of the Board of Selectmen, supervises daily Town operations, administers the personnel, financial and purchasing policies of the Town, establishes effective working relationships throughout all Town boards, commissions, departments and committees.

SUPERVISION EXERCISED

The Town Administrator exercises direct supervision over all Town employees and provides general supervision to all department heads under the direction of the Board of Selectmen. The Town Administrator makes recommendations regarding the selection, evaluation and discipline of employees, unless otherwise delegated by authority of the Board of Selectmen. The administrator manages departmental policy and procedure and serves as the Board of Selectmen's liaison with department heads and Town employees.

SUPERVISION RECEIVED

The Town Administrator receives general supervision and policy direction from the Board of Selectmen. The administrator exercises a considerable degree of independent judgment. The performance of the Town Administrator is evaluated by the Board of Selectmen, based upon the achievement of specified goals and objectives evaluated through conferences, reports and administrative procedures.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only, and may not include all duties found in this position.)

1. Researches and recommends policy alternatives to the Board of Selectmen. Implements policies by providing administrative direction to department heads and staff.
2. Administers and implements personnel functions of the organization. Coordinates employee hiring, evaluations, promotion and discipline. Recommends appointments and dismissals to the Board of Selectmen. Recommends staffing levels and personnel policy revisions to the Selectmen.
3. Coordinates and establishes all purchasing, including the review of all purchase requisitions, drafting of specifications and the evaluation of bids received. Formulates annual operating and capital budgets for review and presentation to the Board of Selectmen, Budget Committee and Town Meeting. Reviews monthly revenue and expenditure reports to ensure compliance with appropriation.

4. Serves as principal liaison between Board of Selectmen and the public, media and other public officials. Prepares news releases, meets with media, other public officials and the public to explain policies and procedures.
5. Coordinate all Town legal matters with Town Counsel and other counsel as required.
6. Attends all Selectmen meetings, and other Board and Commission meetings as required. Formulates weekly agenda and provides the Selectmen with pertinent supporting data. Coordinates and schedules public hearings in accordance with State and local rules and regulations.
7. Supervises daily functions of the Office of Selectmen and the Accountant, ensuring the quality of the organization's accounting and reporting procedures.
8. Responsible for the preparation of the Annual Town Report, Town Ordinance, warrants and amendments. Completes and submits all required Town, State and Federal forms and reports.
9. Presents annual goals and objectives for review and approval by the Board of Selectmen. Provides strategies and implementations for continuous review by Selectmen.
10. Works closely with the Town Planner on issues including Master Plan, land use, road plans, community facility plans, zoning plans, etc. and advises Selectmen and Planning Board of same.
11. Updates and keeps Board of Selectmen informed regarding all of the above-listed duties.
12. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Thorough knowledge of public administration, including personnel management, financial management and general management principles, policies and practices; thorough knowledge and understanding of Town policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, 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 and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in Public Management or related field, two years administrative experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills and abilities.